

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING

### held at 7.30 pm on 22 JANUARY 2015

### in the YOUTH & COMMUNITY CENTRE, LOW STREET, COLLINGHAM

*Public forum – Mike Ditchburn of the Tennis Club came to explain the plans for further development of the club, which will be available to everyone at all times. He requested a letter of support from the Parish Council for this, which will help with any grant bids (see item 13e).*

#### **Present:**

Mr C Allen	Mr S Dove	Mrs C Moody	Mr G Norcott
Mrs M Parkin	Mrs R Scott (Chair)	Caron Ballantyne(Clerk)	Cllr M Shaw NSDC (part)

1. **Apologies for absence:** apologies accepted from Mrs V Wright, Mr T Musson, Mr T Ozbourne, Mr M Dowell, Cllr Mrs M Dobson NCC, R Shillitoe NSDC
2. **Declarations of interest:**
  - The clerk declared an interest in Item 12
3. **Minutes:**
  - Minutes of the meeting of 11 December 2014 were agreed. Proposed by Mr C Allen , seconded by Mrs M Parkin and agreed unanimously. As Mrs R Scott had left the meeting under Item 6 of the meeting of the 11 December, she would like to add her thanks to Margaret Bruce and the “Guerrilla Gardeners” for the help with the planters and work around the village.
4. **Progress reports (for information)**
  - a) Village Centre – Report on work in progress – all on time and to programme, unless issues arise with the refurbishment of the existing car park. One way system now in place during the refurbishment works. There is no evidence that the Village Centre car park is being used to avoid charges at the station. There are over 40 staff for the Medical Centre/Pharmacy etc and these are the people that are parking all day in the car park
  - b) New access road to football club and co-op store (name of). M Goodwin has asked the Parish Council if it could be called Constable Curtis Way as he donated the land at a reasonable price. The road is not to be adopted by NSDC so this would need to be agreed between the co-op and the football club. Other suggestions were for something football related i.e. Football Way alternatively Frank Palmer Way as he was instrumental in setting up the football club
  - c) Community Park – WREN grant. This is now signed and HAGS-SMP are to arrange a meeting on site to look at a start date.
  - d) Moles in Burial Ground. David Tingle is not concerned about this. The neighbours need to be contacted in the future if anything is done as all the land needs to be treated together. The resident concerned will be notified of this decision.
  - e) Northcroft Lane surface repairs – NCC will look at this and provide a report in the near future
5. **Report from County and District Councillors**  
Cllr M Shaw

- Has been to the Civil War Centre today which is progressing well. It will be open for the beginning of May and the tork will be coming back for 6 months. Information is being circulated in preparation for the opening in May. It will be joined to the Palace Theatre which is still to take place, but will provide a café/restaurant facility.
- Nothing much will now happen at NSDC as a result of the pending elections in May.

## 6. Finance:

Income			VAT	Total
Mr & Mrs Tingle, Collingham WI, Slimming Club (Wednesdays), New Year Party	Donation for Defibrillators	£519.55	Nil	£519.55
NCC	Grass Cutting Agreement	£1221.00	Nil	£1221.00
Expenditure				
EON (Direct Debit)	Electricity Bill for Jubilee Room - December	£9.35	£0.47	£9.82
AEB Landscapes	Invoice 1689 and 1708 – Community Park Inspection & Maintenance	£281.38	Nil	£281.38
Richard Hardy	Invoice 27751 – welding at Community Park	£260.00	£52.00	£316.00
Fleet Magazine	2 copies plus postage to Villeneuve sur Yonne for the year	£62.50	Nil	£62.50
Tapastuff!	High Vis Fleece for Clerk, with embroidery logo	£33.50	£6.70	£40.20
Y&CC	Hall Hire to August to December 2014	£90.00	Nil	£90.00
Came & Company	Additional insurance premium for 71 High Street	£231.75	Nil	£231.75
Clerks	Clerks Expenses	£145.36	£6.02	£151.38
HMRC	PAYE	£182.57	Nil	£182.57

Proposed by Mrs C Moody, seconded by Mrs R Scott and supported by majority

- **Bank Reconciliation for the year to date** – to be signed by the Chair (previously seen and authorised by Chair of Finance) to be done in the morning when the Chair has had an opportunity to check the statements against the reconciliation
- **Budget Monitoring** – There are a number of budget transfers required. These were proposed by Mrs R Scott, seconded by Mrs M Parkin and supported unanimously
- **NALC Training – External Audit, February 2015 – authorisation for Clerk, Chair and Finance Chair to attend** – proposed by Mr C Allen, seconded by Mrs C Moody and supported unanimously
- **Keep Britain Tidy – Sign up to the campaign (£100 minimum)** – everyone agreed the campaign is a good idea, but this is too expensive in the current climate.

- **Annual Scribe license renewal £195 + VAT** – All agreed not to renew this for next year and use Excel in the future. Proposed by Mrs R Scott, seconded by Mrs M Parkin and agreed unanimously

## 7. Planning: Applications

14/02117/FUL	High Street (58) The Pine House	Change of use of barn conversion and existing cottage to form 2 retail units and 2 flats, demolition of Nissan hut and erection of 1 retail unit and 1 flat The existing plan is incorrect and the planning department need to be informed of this. Where is the existing propane cylinder to be located to? This is not shown on the proposed site plan. The plans are not clear as to what is proposed and all agreed that a site meeting with the planners and the architect would be helpful. The wheel wright building should be kept Mrs M Parkin and clerk to attend planning department AGAINST - unanimous <ul style="list-style-type: none"> <li>• Highways - major development accesses with in 15m of each other, proximity to traffic lights and visibility</li> <li>• Access width</li> <li>• Layout density</li> <li>• Building to be demolished of architectural interest</li> <li>• Parking</li> <li>• Economic impact</li> </ul>
14/02167/FUL	Dykes End (52)	Erection of 1/2 storey dwelling with carport (Amendments to approved scheme) – SUPPORTED unanimously
14/02217/FUL	Low Street (52)	Application to erect a 3 sided Orangery Styled Roof Extension to the front elevation of the property – SUPPORTED - unanimously
v/3197	Besthorpe Quarry	Variation of condition 3 of planning permission 3/02/2402CMA to enable temporary retention of the conveyor infrastructure until 31 December 2023 or for 12 months following the cessation of sand and gravel extraction (whichever is the sooner) – SUPPORTED - unanimously
v/3196	Besthorpe Quarry	To vary conditions 2, 4, 24 and 25 of planning consent 3/02/02403CMA to facilitate and extension of time to 31 December 2022 for the extraction of the remaining sand and gravel reserves with restoration the be completed within 12 months thereafter and also amendment of the approved restoration and working plans - SUPPORTED - unanimously

## Decisions

14/01882/FUL	The Hemplands (44)	Application for First Floor Extension over existing single storey Part of House	Permitted
--------------	--------------------	---	-----------

14/01901/FUL	Cottage Lane, Orchard Stables	Change of use of 6 existing stable to livery use, creation of 9 stables in existing barn	Permitted
14/01953/TPO	Rio Drive (25)	Crown Lift to 2.5m, Crown Thin by 20%, and Crown Reduction of 20% (Volume) three Lime Trees T4, T5, and T6	No objections
14/01988/FUL	Dykes End (28)	(Retrospective) Application for erection of single storey conservatory to the rear of the property. With Gross external area of 11.5m <sup>2</sup>	Permitted
14/02052/FUL	Collingham Cricket Club	New Cricket Score Board	Permitted
14/02081/TWCA	Church Street (8), The Old Rectory	T1 (Oak) - removal of deadwood - crown clean, due to deadwood dropping and preventing overhanging. T2 (Acacia) - 50% volume crown reduction as the tree is leaning over an out building at the property and will make the tree more stable.	No objections
14/02082/TWCA	Cottage Lane (1), The Cottage	The following are to be crown reduced by 33% volume: T1 SilverBirch, T2 Maple, T3 Hawthorn, T4 Ginko, T5 Honey Locust, T6 Cotoneaster, T7 Medlar, T8 Almond, T9 Cotoneaster, T10 Crab Apple	No objections
14/02084/TWCA	Baptist Lane, Baptist Church	Fell 1 No Yew Tree - due to health and safety. Planting of replacement.	No objections
14/02267/TWCA	Low Street (52)	Removal of 15 Leylandii trees that are of excessive depth and height and cause excessive shade. We propose to replace the 'hedge' with fencing panels and also create a level bed (currently a slight gradient) to plant Pleached Hornbeam trees the length of the existing leylandii	No objections
15/00017/TWCA	High Street (62) Mayfield Lodge	T1 Large Sycamore - Crown reduction up to 25%, crown thin, removal of dead wood and lower branch	No objections

All decisions noted

14/02084/TWCA concerns raised by the Parish Council on this, Mrs M Parkin to discuss with the planners, as the site is of archeological interest

- **Rights of access across Parish Council land to rear of properties on Station Road** – Following a discussion on the NSDC Local Development Framework and planning policy, it was proposed that the Parish Council would not grant access through the Village Centre car

park to property on Station Road. Proposed by Mrs R Scott, seconded by Mr C Allen, supported unanimously. The resident who has enquired about this to be advised accordingly. Also LCS and Collingham Medical Centre to be advised of the decision.

- **Lincolnshire Minerals and Waste Local Plan Consultation** – this does not affect the Parish directly other than access. For the purposes of the consultation a comment should be made that the route for lorries should avoid all of the villages along the A1133 where possible. Proposed by Mrs R Scott, seconded by Mr G Norcott and supported by majority

## 8. Precept

- a) To set the Parish Council Precept Grant for 2015/16 – A precept of £23,845 was proposed by Mr C Allen, seconded by Mrs C Moody and supported unanimously
- b) Letter to MP withholding Tax Grant – sent 18 December 2014 - noted

## 9. Emergency Committee

- a) Initial order placed for 2 defibrillators– to be located at William Bailey House and Fire Station – The Fire Station will arrange for the electrical installation work on their building. The Electrical installation work at William Bailey House is anticipated to be done by Newark and Sherwood. If however they don't have an electrician it was suggested that the following be approached - Rob Townsend and Andrew Broadberry, if necessary. The location of third defibrillator is hoped to be at the Dale Field for all the sports clubs in the area, events on the field and the South of village. The fourth would be at the North of the Village, suggestion is that it could be on the Youth & Community Centre. There will be an additional one at the Football Club for use when the ground is open, which is to be funded by them. All will be connected to the EMAS system once installed and operational.
- b) Flood Warden Scheme
  - Training has taken place for all 7 flood wardens, including road closure training. All equipment for this is now stored at the Fire Station
  - Suggested that some form of photo identification is acquired for all volunteers
  - Letters to affected residents/properties to be arranged, Clerk to draft
  - Clearing of the Fleet by the drainage board(Cleve Cottage Southwards) – Residents have queried why the Fleet not been cleared in this location as it is very clogged. Contact to be made with Matt Everett Trent Valley Internal Drainage Board, to meet with Mr C Allen and Mrs R Scott to discuss, Clerk to arrange

## 10. 71 High Street

To consider request to relocate and collocate the library in 71 High Street under new arrangements for Library Service – This is to become a charitable arm of the County Council staffed predominantly by volunteers. The Clerk would be available for a couple of hours per week in this space and would provide an impromptu meeting space if required. The Library Service would like an idea of any running costs and have suggested that they would meet some of the refurbishment costs. Library Service to be allowed to use 71 High Street, proposed by Mrs R Scott, seconded by Mr C Allen and agreed unanimously.

As detailed in the email from the Library service, all agreed that the best way forward was for them to cover all the running costs and take all other hire income.

Budget figures from three contractors have been received. Timing may be an issue, if necessary it was suggested that other contractors could be approached. These were suggested to be Gusto, Greg Noble, Jamie Warrington, Chris Cobb. Mr C Allen to discuss further with all the contractors the current proposals.

- a) To arrange electricity and water supply services to 71 High Street – electric suppliers to be contacted by Mr C Allen and also to contact Severn Trent for water supply
- b) To set up insurance cover for 71 High Street – this has been done on a temporary basis for now, until details are worked out with the Library Service

**11. Charitable Incorporated Organisation (CIO)**

To consider proposal to set up Charitable Incorporated Organisation (CIO) for:

- a) 71 High Street and
- b) Jubilee Room, Swinderby Road

This would open up grant opportunities that are not available to the Parish Council, reduce the business rates by 80% and would protect the assets for the future. RCAN have offered advice and assistance on this. It was proposed that this is taken forward by Mrs R Scott, seconded by Mrs M Parkin and supported unanimously

Clerk left the meeting

Cllr M Shaw left the meeting

**12. Clerks 6 month review**

All present were please to confirm the permanent appointment of the Parish Clerk, and remuneration agreed as stated in the contract of employment and letter of appointment. Proposed by Mr C Allen, seconded by Mrs C Moody and unanimously agreed.

Clerk returned to the meeting

**13. Correspondence:**

- a) E-petition from Rural Service Network – Letter to Rt Hon Elizabeth Truss MP, Secretary of State for Environment, Food & Rural Affairs and copied to Robert Jenrick MP has been sent. An email in support from Men in Sheds has been received
- b) Statement of Community Involvement Consultation – It appears that Neighbourhood plans cannot prevent development. Research would be carried out on this..There is to be a revision of the NSDC local plan in 2015/16.
- c) POHwER Advocacy Services information received - noted
- d) Information from Came & Co on Managing Seasonal Issues – To Grit or Not to Grit. The Fire Crew have offered to be volunteers to dig out people if necessary. The risk assessments need to be looked at and the volunteer register updated, as this is an insurance requirement.
- e) Tennis Club – Proposal for new Mini Courts on existing car park. Letter of support to be sent

**14. Website and email addresses.**

- a) To consider possible redesign of website and generic email addresses  
Suggested that an approach be made to the business club and NSDC about assistance with the website  
Generic e-mail addresses were agreed for the executive posts of:  
ParishChair@Collingham-Notts.org.uk  
ParishViceChair@Collingham-Notts.org.uk  
PlanningChair@Collingham-Notts.org.uk  
FinanceChair@Collingham-Notts.org.uk  
Clerk to organize for the emails to be set up and make enquires in order to investigate options for further consideration

**15. Councillor's reports and items for future agendas:**

*Mrs R Scott*

- Street light out opposite the Grey Horse reported on Monday and repaired today
- Notice of a road closure of Cross Lane in March has been received. The Clerk to write to Network Rail and complain about the impact that this will have on vehicular movements around the village
- Sherwood Hospital Trust would like to come and speak to the Parish Council. If they would like to arrange a public meeting we will attend

- Queries have been raised about planning enforcement, which does not appear to be being carried out within the village. Letter listing out information to be prepared and passed to Cllr M Shaw to be raised with NSDC planning department

*Mr C Allen*

- Meeting with the Business Club which was very useful and they were all very interested in what projects the Parish Council were currently involved in. This has brought forward some assistance for the clearing of the Community Park
- A resident mentioned that there had been snowballs thrown at windows at houses on Low Street. These incidents have not been reported to the police. The local PCSO has been informed and will keep an eye on it

*Mr G Norcott*

- Nothing

*Mrs C Moody*

- Nothing

*Mrs M Parkin*

- Nothing.

*Clerk*

- VAT and PAYE/NI Seminars by NALC, details just received if anyone interested in attending. All thought it would be useful if the Clerk attended
- Following the accident in Brough July 2014, a phone call has been received from a resident to enquire if anything was happening with the investigations – Mrs M Dobson is currently dealing with this in conjunction with NCC. Once information is available the resident will be informed
- Glebe Field – an email has been received from the land agent who is applying for planning permission to cut the tree as in a Conservation Area
- Reports of overgrown ivy at the back of Durhams property has been investigated. The actual location is Copper Beeches and Glebe Field on PRow CN14. Copper beeches to be contacted about this, Glebe Field already in hand
- Russell Trust have requested PRow information, which is being sought from NCC. They have been asked to trim the hedge again
- BT work in village – Swinderby Road/High Street was carried out under traffic lights, which NCC were not aware of. A Fixed Penalty Notice has been issued and investigations continue as to what went wrong. BT will need to come back and reinstate the road properly and NCC are aware of this also.

The meeting closed at 21:50 pm

1 member of the public present

No members of the press present

**Abbreviations**

**NCC** – Nottinghamshire County Council/Councillor

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

**LCS** - Lincolnshire Cooperative Society

**SNG** - Safer Neighbourhood Group

**PRow** - Public Right of Way