

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 25 OCTOBER 2018 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Davies, M Davies (Chair), J Guest, R Hatton, T Musson,  
R Scott and V Wright

Parish Clerk: C Ballantyne

In Attendance: 3 members of the public in attendance (Part)

**Action by:**

### 165 Public Forum

- The Chair of the Orchard Committee came to pay the annual rent of 1 apple. 1250 bulbs have been planted at the weekend and the noticeboard has been refurbished. It has been a good season and members of the community have enjoyed the harvest.
- A member of the public came to enquire what the Parish Councils attitude to the hydroelectric scheme on the Trent may be? This is a good scheme for a renewable energy source and should be encouraged – this was discussed at the previous meeting and the Parish Council have made an objection to the application. If the District Council are so minded to approve the application, the Parish Council have requested that emergency access (in consultation with the Fire Service) is provided.
- The same member of the public noted that Whitemoor Lane and Brough Lane have a number of white painted boulders on the verges, which are a danger to users and need to be reported to NCC highways. There is an overhanging hedge opposite Pearsons Nursery entrance which is forcing vehicles into the middle of the road – this too needs to be reported to NCC highways. The Parish Clerk will on this occasion report these matters, but any member of the public is able to do this if they spot anything of this nature.
- Brough Lane/ Whitemoor Lane/Hewsons Lane – tarmac repair, but it is believed that there is a water leak underneath, which needs to be resolved, before repairing the road. NCC continue to repair the road, without consideration to the underlying issue – this will be reported by the Parish Clerk to NCC highways
- Another member of the public reported that Cross Lane is currently closed to vehicles but not to walkers to remove the electric cable from the overhead wires, the workmen undertaking this task were not aware that there was to be a new road constructed in the near future. The Parish Council are aware that the power company are aware of this information, although maybe not the men on site undertaking the current task.

### 166 To receive apologies for absence

Apologies from Councillor Barrie accepted.  
Apologies from County and District Councillor Dobson and District Councillor Clarke noted.

### 167 To receive any declarations of interest

None

**168 To receive and approve the Minutes:** of the Parish Council Meeting of 27 September 2018, previously circulated to members. These were agreed unanimously as a true record and signed by the Chair.

**169 To receive reports from County and District Councillors**  
 Cllr Dobson would like to advise that the surfacing to Snowdon Road will not be refreshed until all the heavy vehicle movements, from the various ongoing construction projects have ceased in the area.

**170 Finance**

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

<b>Receipts</b>			<b>VAT</b>	<b>Total</b>
C.T.Sheldon Limited	CIL / Section 106	£29,355.84	Nil	£29,355.84
Burial Ground	Cemetery Fees	£875.00	Nil	£875.00
Crawl & Canter	Donation for Skate Park	£200.00	Nil	£200.00

All income noted.

It was resolved unanimously that the Section 106 Pitomy Farm money would be ringfenced as per the agreement for the maintenance of the open spaces and the play area.

b) **To Formally Approve expenditure since last meeting:**

<b>Payments</b>			<b>VAT</b>	<b>Total</b>
Came & Co (Stackhouse Polland Ltd)	Insurance	£1,909.92	Nil	£1,909.92
Collingham & District Cricket Club	Community Facilities Grant	£1,782.83	Nil	£1,782.83
Collingham Baby & Toddler Group	Collingham in the Great War Grant	£15.00	Nil	£15.00

All expenditure approved unanimously

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

<b>Payments</b>			<b>VAT</b>	<b>Total</b>
Office Depot	Stationary	£33.94	£6.79	£40.73
NSDC	Community Park – Annual Inspection	£45.90	£9.18	£55.08
Lincoln Binding	Capital Expenditure - Binding of Minutes for Archive	£240.00	Nil	£240.00
ICO	Subscription - ICO	£40.00	Nil	£40.00
Taylor Tree Services	Grass cutting/ground maintenance	£480.00	Nil	£480.00
The Royal British Legion	Section 137 Grant	£105.00	Nil	£105.00
Suffragettes speaker	Collingham in the Great War Grant	£35.00	Nil	£35.00
Tapastuff	Collingham in the Great War Grant	£120.00	£24.00	£144.00
Caron Ballantyne	Parish Clerks Expenses (Lump sum Quarterly)	£65.00	Nil	£65.00

Caron Ballantyne	Collingham in the Great War Grant	£11.66	£2.33	£13.99
Caron Ballantyne	Collingham in the Great War Grant	£6.50	Nil	£6.50
Caron Ballantyne	Parish Clerks mileage/Travel	£7.40	Nil	£7.40

All expenditure approved unanimously

- d) **Bank Reconciliation for the year to date** – signed by Cllrs R Scott and V Wright, circulated previously, noted
- e) To consider draft Invoice from Continental Landscapes for initial work for Wildflower creation at the Cross site and the Pinfold. Resolved unanimously that the amounts being invoiced for have been undertaken and an invoice based on this should be submitted for formal approval next month Parish Clerk
- f) To consider the purchase of Parish Council Marquee for events. This is as a result of struggling at previous events to erect a marquee. Resolved unanimously that a marquee be purchased Parish Clerk
- g) To consider membership of ACoRP for the Parish Council. This would help with setting up a rail partnership for the line between Newark and Lincoln. Resolved unanimously to become members. Parish Clerk
- h) To consider provision of magnetic board to station notice board provided by East Midlands Trains. Resolved unanimously that this would be an advantage for notices at this location and should be ordered. Parish Clerk

**171 Planning**

a) **Applications for consideration**

18/01639/FULM	South Collingham Nursing Home	To extend the existing South Collingham Nursing home to erect three storey east extension, which is composed of 25 No. two bed and 6 No. one bed extra care apartments, conservatory and relevant ancillary spaces. The overall created floor space is approximately 2850m <sup>2</sup> over three floors and the building will be built in red brick and grey roof tiles to match existing. The proposal also includes demolition of existing detached building to the east; and demolition of existing single storey extension to the north and courtyard – NOT SUPPORTED Access/traffic for both entrances, design and visual impact - insufficient information about the internal design and facilities being provided, privacy/daylight/sunlight – insufficient carparking on site for the size of the development
18/01863/FUL	High Street, Land to rear of 112-118	Erection of Dwelling – SUPPORTED unanimously

18/01884/FUL	Low Street (173)	Householder application for the replacement of the front boundary wall – SUPPORTED unanimously
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**b) Applications Determined**

18/01472/FUL	Woodhill Road (5)	Permitted
18/01495/FUL	Carlton Ferry Lane, Wharf Cottage	Refused
18/01842/TWCA	Queen Street (13), Redlands	No objections
18/01844/TWCA	Vicarage Close (20)	No objections

All decisions noted

**c) Redevelopment of the old co-op store**

To review the information provided by the co-op estates department – Resolved unanimously that this was a proposal that should be supported and would be of benefit to the community. Items of note to report back to the co-op - there needs to be a restriction on staff parking in front of the building, as the spaces are needed for the use of patients of the medical centre – need to ensure that the notice board currently mounted on the fencing is retained as it is not clear if Parish the yard is retained or not. The division of the building into 3 units is acceptable Clerk

**172 Low Street/Trent Lane Land**

To consider approaching the landowner, to discuss purchase of land for public use – Resolved unanimously that another letter be sent to the new owner to try and open a discussion on this matter

Parish Clerk

**173 Collingham in the Great War Update**

A programme of events was circulated  
 The U3A afternoon was very well attended and the organisers were pleased with how successful this was.  
 There was an exhibition which they are happy to provide for the refreshment following the remembrance service on November 11<sup>th</sup>  
 The flower planters maintained by U3A have been planted up with a WWI theme  
 The village trail is currently at the printers as is the list of the fallen. Volunteers (walkers) are required to distribute this to every household in the parish.

**174 Election planning**

Posters to go up in the new year – portfolios to go into the village centre (locked) noticeboard  
 Councillors who have not yet provided information for portfolios to provide the information as soon as possible  
 Portfolios to be put into library and medical centre  
 All information also to be sent to voluntary groups

Cllrs

Parish Clerk

**175 Correspondence**

- a) Collingham Tennis Club, Invitation to the opening of the new club house – 4 Councillors to attend J & M Davies, Allen and Scott
- b) Remembrance Service, Hill Holt Wood on Friday 9th November – no one available to attend
- c) Remembrance Service, Air Museum on Sunday 11th November – Cllr Hatton and George would like to attend

Parish Clerk

Parish Clerk

Parish Clerk

- d) Invitation to Community-Led Housing Roadshow, noted
- e) New NALC and PEAR Technology Partnership, resolved unanimously that this initiative was supported Parish Clerk
- f) Remembrance Service, Churches Together on Sunday 11th November, 11 seats required Parish Clerk
- g) Trent Vale Trail Funding Appeal, resolved unanimously that the Parish Council would provide a donation of £5000 from the capital reserve to support the project and assist with the match funding required if they should be successful with the currently submitted grant application. To await a grant decision before transferring the monies. Parish Clerk

**176** **Fleet article for December/January** – Cllrs Allen and Barrie to write this, several topics were suggested

**177** **Parish Clerks Report** **Agenda**  
**Item**

- Public Space Protection Orders for Dog Control for Cemeteries and Pitomy Farm Play area – still to be progressed **17/167f**
- East Midlands Train “Adopt a Station” application – safety briefing held. Councillors who were unable to attend, will need to obtain a briefing in the future. **18/8**
- Community Orchard – licenses for private accesses have been issued. Following a meeting with the householders one licence has been signed and the other is being referred to the householders solicitors **29f**
- Local Council Award Scheme – Quality, application submitted, awaiting feedback **107b**
- Station Adoption – Parish Council logo to be added to planters – until planters installed, dimensions available for such are unknown **138**
- Community Partnership Library draft agreement sent to the solicitors and is being reviewed **139b**
- Binding of minutes – minutes withdrawn from NCC archives and collated into volumes. These have been delivered to the binders, binding completed and collected. Will be returned to the Archives along with other volumes **143**
- Best Kept Village Competition – comment on the need to review community sizes has been sent – the Organiser has acknowledged this and passed it to the steering committee for consideration **145f**
- Skate Park payments for the grant value – Initial invoice has been received, reviewed by the Skate Park Steering Group Parish Council members and submitted to WREN for payment. Payment has been made by WREN and payment has been made by the Parish Council of the VAT which will be reclaimed at a later date. The second invoice has been received and payment approved **153e**
- Insurance long term agreement with Came and Co has been entered into and payment authorised. **153f**

- Community Facilities Grant application from the Cricket Club – the Cricket club have accepted the reduced amount, once the VAT requested (which cannot be paid under the terms of the grant) has been removed. The grant has therefore been paid. **155a**
- Wreaths and posies have been ordered from the Royal British Legion **156b**
- Donation of “Tommy” silhouette has been accepted. The donor has ordered this and will advise once delivered. Location to be determined once received. **156c**
- Festive Lights – the electrician has been contacted and he is willing again to put up the lights and arrange the electrical supply. He has also been advised of the date of delivery of the tree **157**
- Tree Works on Moor Road and High Street Cross Site – Contract awarded and all unsuccessful contractors advised. Work has been undertaken and logs left as requested for wildlife habitats etc. All logs removed off site by person unknown **158**
- Annual Park Inspections – actions passed to the Park Inspector. Many actions carried out Friday 12 October, other actions to be completed in the near future **159**
- Annual Parish Conference, attendees notified to the organiser **160c**
- Title of Parish Council Clerk & Responsible Financial Officer has been amended on all email signatures/letterheaded templates etc. The article for the Fleet on the roles & responsibilities of the Clerk is currently being worked on **164**

**Other items**

- All planning consultations responded to
- Community Park Gate repair still awaited, this is regularly being chased – now on hold during skate park work
- Attended Parish Conference on Saturday 13<sup>th</sup> October, organised by North Muskham Parish Council
- Attended Station Adopters Conference on Thursday 18<sup>th</sup> October, with Cllr Scott. This was very informative and many contacts were made. Visit to Market Rasen is trying to be arranged directly with Market Rasen adopters. Collingham Station Service Technician has been contacted and posters are now in place. Dimension of planters are being obtained so plants and logos can be purchased and installed. ID’s and HighVis are to be handed over shortly via the Station Service Technician
- Queries raised about bags of rubbish next to the bin on Low Street opposite the church – the contents of these are the rubbish collected by the fishermen from the riverbank. By agreement with NSDC these are then collected, whilst collecting from the adjacent litter bin.

**Reports to NCC**

FS93171096	Pothole	Church Lane/High Street Junction
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**Reports to NSDC**

None		
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**R Scott, C Allen and J Barrie**

Attended Parish Conference on Saturday 13<sup>th</sup> October, organised by North Muskham Parish Council.



### **R Scott**

Parish Conference October 13 was one of the best Parish Conferences attended. The importance of keeping statistics on the parish emphasised. The aging population of parishes needs a new approach by Parish Councils and will need to be discussed by Council.

Attended Station Adopters Conference on Thursday 18<sup>th</sup> October, with Parish Clerk, good opportunity to network, get information and the presentation by the Bumblebee Conservation Trust stressed the need for new meadows to be planted.

See [www.bumblebeeconservation.org](http://www.bumblebeeconservation.org)

### **UPDATE ON COLLINGHAM IN THE GREAT WAR:**

**156a** – Information and invitation has been included in the next leaflet about the Remembrance Service and refreshments afterwards; plus national Beacon lighting and peal of bells.

**156d** – Scouting movement have been contacted and will be submitting an invoice at a later date for the badges

**157** – Festive lights – A tree has been sourced and will be delivered at the end of November. Collingham Community Trust have agreed to pay for the tree.

### **L Marshall**

*Future agenda items – agenda papers to be prepared and sent to the Parish Clerk for inclusion on the next agenda:*

- To consider changing the number of Councillors required to form a quorum
- To consider Changes to the Model Contract

### **M Davies**

#### **144 – Lighting of the Beacon**

Gas cylinder to be purchased

### **Skate Park**

Work commenced 17 September and is progressing well – 2<sup>nd</sup> valuation received and authorised for payment

### **Cllr M Dobson**

**142 – Maintenance of South Collingham Hall Bus Stop** – 27 August - this will be repaired within the next 3 to 4 weeks

The meeting closed at 20:40pm

### **Abbreviations:**

**NCC – Nottinghamshire County Council/Councillor**

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

**LCS – Lincolnshire Cooperative Society**

**PRoW – Public Right of Way**

**Y&CC – Youth & Community Centre**

**CDLHS – Collingham & District History Society**

**PPG – Patient Participation Group**

**SNG – Safer Neighbourhood Group**