

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 6:30pm on 28 September 2023 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: L Curran, R Fabian (Chair), S Gray (by Teams and therefore unable to vote), A Haberton, I Orme and K Walker

Clerk: C Ballantyne

Assistant Clerk: M-A Horley

In Attendance: 4 members of the public (part)

Action by:

- 134 Declaration of intent to record, film or photograph the meeting by members, members of the public or the press**  
The meeting is to be recorded on Teams for remote attendees
- 135 Public Forum**  
3 Members of the public made comments on the planning application on Moor Road  
Resolved unanimously that Agenda Item 141, Planning Application 23/01470/FUL was discussed. See agenda item for decision  
  
A member of the Collingham & District Local History Society spoke about proposals for the Jubilee Room to improve the facilities available.  
Resolved unanimously that Agenda Item 142 was discussed. See agenda item for decision  
Members of the public left the meeting
- 136 To receive apologies for absence**  
Apologies for absence were received from Councillor Blagg, Gray and Wilson, resolved unanimously to accept the reasons for absence  
Councillors Davis was not in attendance and no reasons for absence had been received  
Apologies were received from District Councillors Dales and Farmer, noted
- 137 To receive any declarations of interest**  
Councillor Curran declared an interest in Agenda Items 140c in relation to expenses and 147 as related to one of the candidates for the role of Parish Clerk  
Councillor Fabian declared an interest in Agenda Item 140c in relation to expenses  
Councillor Haberton declared an interest in Agenda Item 141d as a shareholder in the Royal Oak
- 138 To receive and approve the Minutes of:**  
➤ The Parish Council Meeting of 24 August 2023, previously circulated to members. These were agreed unanimously and signed by the Chair.

**139 To receive reports from County and District Councillors**

***District Councillor Linda Dales and Phil Farmer***

Nothing to report this month

***County Councillor Debbie Darby***

Written report received and available upon request to parishioners

**140 Finance**

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

**Receipts**

NCC	71 High Street Service Charge (Ringfenced for general Maintenance Reserves)	£1,000.00
GEM (5 September) Cash	GEM - Donations	£50.00
GEM (5 September) Cash	GEM - Raffle	£34.00
GEM (13 September) Cash	GEM - Donations	£47.00
GEM (13 September) Cash	GEM - Raffle	£24.00
GEM (19 September) Cash	GEM - Donations	£44.00
GEM (19 September) Cash	GEM - Raffle	£21.00
GEM (27 September) Cash	GEM - Donations	£45.00
GEM (27 September) Cash	GEM - Raffle	£20.00
Resident	Cemetery Fees	£315.00

Noted

The insurance for 71 High Street will be taken from the monies received, with the remainder being placed in the maintenance reserves

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

**Expenditure**

**VAT Total**

Viking	Stationery	£66.29	£13.26	£79.55
Linda Dales	GEM - Food Supplies	£20.91	NIL	£20.91
Caron Ballantyne	GEM - Food Supplies	£8.96	NIL	£8.96
Fast Keys	Individual Items	£6.73	£1.35	£8.08
Rosemary Fabian	Individual Items	£100.00	NIL	£100.00

All payments approved unanimously

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

**Expenditure**

**VAT Total**

Steve Blagg	Councillors mileage	£17.10	NIL	£17.10
AEB Landscapes	Park - Inspections	£380.00	NIL	£380.00
AEB Landscapes	Community Park - Maintenance	£81.25	NIL	£81.25
Linda Dales	GEM - Food Supplies	£37.06	NIL	£37.06
Bingham Ground Services	Capital Expenditure - Community Park	£4,822.41	£964.48	£5,786.89
Jo Bennett	GEM - Room Hire	£90.00	NIL	£90.00
Phoenix Hall	GEM - Room Hire	£78.00	NIL	£78.00
Burton Contractors	Grass cutting/ground maintenance	£370.00	£74.00	£444.00

HERAS	Capital Expenditure - Community Park	£3,000.00	£600.00	£3,600.00
Curva Tech	NCC Lengthsman Grant	£48.29	£9.66	£57.95
Guy Petheram	Pitomy Farm Play Area	£625.00	NIL	£625.00
Caron Ballantyne	GEM - Food Supplies	£10.92	NIL	£10.92
Gorilla Man Fitness	GEM - Resources	£75.00	NIL	£75.00

All payments approved unanimously

- d) **Bank Reconciliation for the year to date** –signed by Cllrs Fabian and French, noted
- e) **Budget Monitoring and Virements**, resolved unanimously that proposed changes should be made **Clerk**
- f) **To consider youth provision for 2024/25**, resolved unanimously that this would be continued. The Parish Council will fund any shortfall not covered by any grants/sponsorship which will be sought to fund this. **Clerk**
- g) **To consider new surfacing to zipwires**, resolved unanimously that this work would be undertaken. This is capital expenditure **Cllr Fabian**
- h) **To consider quotations for annual insurance policy**, resolved unanimously that the quotation received would be accepted **Clerk**
- i) **To consider plaques for memorial trees**, resolved unanimously that plaques for the two specimen trees would be purchased and a sign for the gate for the “platinum field”. A small copse of trees would also be planted and tree rings for the specimen trees would be obtained in order to help with future maintenance and minimising damage to the trees **Cllr Fabian**

## 141 Planning

### a) Applications for consideration

23/01470/FUL	Moor Road (19)	Construction of one new single storey dwelling and detached garage (resubmission) – NOT SUPPORTED by majority Material Planning considerations: Access/traffic, design and visual impact, health/safety and planning history
23/01531/FUL	Fosse Road, Brough (East View)	Change of use from private dwelling to a 4 bed children's residential care home – SUPPORTED unanimously. Comments with regard to the remote location and the need for transporting to school and any extra circular activities

### b) Applications Determined

23/01042/LDCP	Queen Street (5), Summercourt	Certificate issued
23/01280/LDCE	Low Street (171)	Permitted

23/01345/TWCA	High Street (143), Wheelwright Cottage	Application withdrawn
23/01366/FUL	Low Street, The Grey Horse	Refused
23/01424/TWCA	High Street (28), The Gables	No objections

Noted

- c) **Notice of Public Consultation on the new Nottinghamshire and Nottingham Waste Local Plan**, resolved that this is acceptable, response to be made accordingly **Clerk**
- d) **Asset of Community Value (ACV) determination letter for the “Royal Oak”**, noted that this is now included in the ACV register held by NSDC

## 142 Assets

- a) To consider request from CDLHS to make alterations to the Jubilee Room, internal and external, resolved unanimously that the proposals are accepted. The external door will be paid for by the Parish Council as the building owner. The Parish Council suggested that the CDLHS submit a Community Facilities grant application for the proposed work

## 143 Fleet Article for November

Information on the Neighbourhood Plan to be published instead of an article for this month

## 144 Correspondence

- a) STOP THE UK 2025 Copper Landline Upgrade to the Internet by BT, resolved that all councillors would sign the petition and the Parish Council would also sign as a corporate body **All**
- b) Nottinghamshire County Council Winter Service 2023/2024 - Offers of Assistance to Parish Councils, resolved unanimously that the free bags of salt would be accepted **Clerk**
- c) Nottinghamshire County Council Volunteer Snow Warden, resolved unanimously that Cllr Curran would take on this role for Collingham village and Cllr Gray would take on this role for Brough **Clerk**
- d) Please Help NALC / De Montfort University gather feedback on 2023, resolved unanimously that a response would be submitted **Clerk**
- e) Newark & Sherwood District Council Warm Homes on Prescription, resolved unanimously that this would be publicised as widely as possible **Ass Clerk**
- f) Nottinghamshire County Council Voluntary Sector Development Team Introduction, resolved unanimously that Cllr Fabian would investigate possible grants for the youth engagement **Cllr Fabian**
- g) Slow Ways, resolved unanimously that the local footpath network and the NCN be sent to them for information **Clerk**
- h) Newark & Sherwood District Council CCTV review, noted

## 145 Parish Clerks Report

**Agenda Item**

- Land ownership records have been checked, list to be compiled of records held locally and those which are not **21/129a**

- Parish Field Lease Amendments, being discussed with Notts Wildlife trust **22/167b**
- Parish Field to be registered with Fields in Trust **22/167c**
- All policy/procedure/action plan etc documents to be published to the website **65 - 77**
- Yellow rattle plants to be ordered for the Cross **117**
- All training requests booked **129e**
- External Audit Report, posted to the website along with conclusion of audit **131a**

**Clerk Specific Items**

- All planning consultations responded to

**CDGA Autumn Show**

The Autumn Show was a great success helped I am sure in no small part by having the 'Gazebo', it certainly made people aware that something was happening.

Many thanks to the Clerk and her husband for bringing and erecting it and indeed taking it away.

All in all we should have made over £270.00 after expenses which is very pleasing as not so long ago the 'Shows' were run at a loss.

**Assistant Clerk (Mary-Ann) Specific Items**

Website and social media engagement continues

**50d** – Neighbourhood Plan Report from Surveys to be finalised

**116** – Twitter turned off, threads set up and LinkedIn to be set up

**129f** – Websites being transferred to Word press

**Reports to NCC**

None		
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Nottinghamshire County Council have advised that they are planning to provide a multi user surface to PRoW 14 (Swinderby Road to the Cross) in this financial year, which will be funded by the Local Transport Plan. This has been requested for many years by the Parish Council and residents. The Parish Council would like to see this path installed for the lengths where landowner permissions have been granted. Clerk to send a response accordingly

**Reports to NSDC**

None		
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**Councillor Fabian**

**22/192** – Memorial for Councillor Dobson, purchased and presented at the Collingham Agricultural Society Show this month

**112g** – Beacon – new hoses to be investigated or new beacon to be purchased

**Councillor Fabian & Clerk**

**53b** – DLUHC response started, but this is a very technical planning document. Newark & Sherwood District Council have submitted a response, which was broadly inline with the Parish Council views although far more eloquently put. Basic Tree Survey Course was very informative and work will now be undertaken for the annual survey. A report be presented to full council in due course

## ***Councillor Blagg***

### **NALC AGM – 23 September 2023**

I attended the NALC AGM at Oxton Village Hall, along with Mary-Ann

With regard to officer appointments to NALC, Kaffy Rice-Oxley, has been appointed to the post of County Secretary in place of Tanya Grimes who has retired.

The Annual Report 2022/23 and the Accounts for the year ended 31 March 2023 were all received and adopted. It was hoped to resurrect the “Best Kept Village” in 2024.

The NALC membership subscription rate for 2023/24 has increased from 20p to 24p per elector. The Standing Charge was decreased from £37.10 to £37. For 2024/25 membership subscriptions will be increased by 2p to 26p per elector and the Standing Charge will remain the same.

NALC made a loss due to employing a new member of staff as a trainer but less than expected.

The new Constitution for NALC has been postponed until 2024/25 as concern had been expressed about “certain issues” and legal advice was being taken. The current Constitution remains in place for the time being.

Councillor Ivor Walker, President of NALC thanked all Councillors for putting themselves forward to serve their areas.

The guest speaker was Hazel Broach, Project Manager, Civility and Respect Project. She gave a very good presentation on the work of the project. She stated that 1372 Parish Councils had signed up to the Project. Nationally, 14% of Councils has signed up and in Nottinghamshire 26%.

The County Secretary’s report stated that there had been some issues of poor behaviour by Councillors, officers and the public. Hazel emphasised that poor behaviour was rare and by encouraging Councils to sign up this could prevent matters deteriorating.

A member of the audience mentioned that it only took one individual to cause trouble and in their case it had been a Councillor who had recently been elected for four years. The speaker received support from some members of the audience.

Responding to a question about what action could be taken against someone causing trouble Hazel stated that while there was not any primary legislation to cover such matters Councils should raise the matter in the first instance with the Monitoring Officer.

Hazel requested all Councils should complete the survey on civility which was available on the NALC website. The meeting also noted that there was a high turnover of Parish Clerks. Again, Hazel said that by completing the survey this could help to provide answers on why Clerks were leaving.

I was saddened to hear how party politics can sour relationships in some Town and Parish Councils and do think that at local level we are there to help our communities and that party politics should not be an issue.

## ***Councillor Wilson***

**91** – Rogations Sunday to be discussed with the PCC

**115b** – Discussion with young farmers ongoing in relation to the Christmas event

**115d** – Discussion with Reverend Mandy about installation of a female silhouette on the Green (Church Commissioners land)

## ***Councillor Orme***

**Neighbourhood plan survey** has gone live and around 70 responses have

already been received

**Platinum field opening event**, puppy raisers and Collingham singers will be attending. There are around 20 stalls already arranged.

**All**

**115e** – Autumn litter pick arranged for Saturday 7<sup>th</sup> October

- 146** To consider resolving that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public and members of the press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Act

Cllr Curran and the Assistant Clerk left the meeting

**147 Staffing Matters**

Resolved unanimously that Mary-Ann Horley be appointed as Parish Clerk with effect from 1<sup>st</sup> November for all contracted hours on SCP 18. From 1<sup>st</sup> October to continue in the role of Assistant Clerk and Parish Clerk for 10 hours per week to facilitate a hand over. Banking mandates to be amended accordingly. The Parish Council also acknowledges that Mary-Ann has accepted a position with another Parish Council.

Resolved unanimously that Harriet Boyd be appointed as Assistant Parish Clerk on SCP 5 with a start date of 19<sup>th</sup> October to facilitate a hand over. To be set up as bank user (VS) with Unity Trust

**Clerk**

The meeting closed at 8:05pm

**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**  
**TVIDB – Trent Valley Internal Drainage Board**  
**CPL – Community Partnership Library**  
**SPD – Supplementary Planning Document**  
**GEM – Greet, Eat & Meet**  
**NCN – National Cycle Network**

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