

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 27 April 2023 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: J Barrie, S Blagg, J Davies, M Davies, R Fabian (Chair), S Gray,  
A Haberton and D Mackenzie and T Musson

District Councillor Dales

Clerk: C Ballantyne

Assistant Clerk: M-A Horley

In Attendance: No members of the public

Action by:

**43 Declaration of intent to record, film or photograph the meeting by members, members of the public or the press**

None

**44 Public Forum**

No members of the public present

**45 To receive apologies for absence**

Apologies for absence were received from Councillor Lloyd, resolved unanimously to accept the reasons for absence

Apologies were received from District Councillor Davis, noted

**46 To receive any declarations of interest**

Councillor Fabian declared an interest in Agenda Item 49 for expenses

**47 To receive and approve the Minutes: of the Parish Council Meeting of 23**

March 2023, previously circulated to members. These were agreed unanimously as a true record and were signed by the Chair.

**To receive the Minutes:** of the Annual Parish Meeting of 13 April 2023. These were agreed as a true record

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

***District Councillor Mrs Dales***

SNG – Neighbourhood Watch

Newark Showground caused an issue with traffic on the Winthorpe roundabout last week. Winthorpe Parish Council have a monthly meeting with the Showground, would this be of benefit to Collingham? Clerk to contact the showground

**Clerk**

***County Councillor Mrs Darby***

No report received

**49 Finance**

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

**Receipts**

Various	Cemetery Fees	£2010.00
Cash	GEM - Donations	£167.90
Cash	GEM - Raffle	£127.00
John Blow School	Green Vision/Best Kept Village	£49.67
NCC	NCC Lengthsman Grant	£1,150.00
HMRC	VAT Refund	£599.60
Lincolnshire Co-op	Community Champions - LCS	£1,194.16
NSDC	Jubilee/Coronation Grant	£300.00
NSDC	Precept	£23,539.00

Noted

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

**Expenditure**

			<b>VAT</b>	<b>Total</b>
Jo Bennett (GEM)	GEM - Resources	£22.03	NIL	£22.03
Linda Dales	GEM - Food Supplies	£26.02	NIL	£26.02
NSDC	Trade Waste - Dog Poo Bins	£260.00	£52.00	£312.00
Michael Davies	GEM - Food Supplies	£15.72	NIL	£15.72
Specialised Canvas	Flags	£64.42	£12.88	£77.30
Jo Bennett	GEM - Room Hire	£90.00	NIL	£90.00
Jo Bennett	GEM - Room Hire	£20.00	NIL	£20.00
Jo Bennett (Amazon)	GEM - Resources	£10.78	NIL	£10.78

Noted

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

**Expenditure**

			<b>VAT</b>	<b>Total</b>
NALC	Training - Course	£90.00	NIL	£90.00
Rosemary Fabian	GEM - Food Supplies	£8.31	NIL	£8.31
Linda Dales	GEM - Food Supplies	£25.92	NIL	£25.92
Caron Ballantyne	GEM - Food Supplies	£11.57	NIL	£11.57
Caron Ballantyne (Amazon)	GEM - Food Supplies	£13.32	£2.67	£15.99
Caron Ballantyne (Amazon)	GEM - Food Supplies	£3.98	£0.80	£4.78
Caron Ballantyne (Amazon)	GEM - Food Supplies	£13.49	NIL	£13.49
Y&CC	GEM - Room Hire	£130.00	NIL	£130.00
Y&CC	Meeting Room Expenses	£60.00	NIL	£60.00
Groundworks UK	Neighbourhood Plan – Repayment of Grant	£5,854.00	NIL	£5,854.00
E Gill & Sons	Cemetery Fees – repayment of overpaid fees	£285.00	NIL	£285.00
MCB Bros Ltd	Community Facilities Grant	£55.40	£11.08	£66.48
MCB Bros Ltd	Community Facilities Grant	£74.40	£14.88	£89.28
RCAN	Subscription - RCAN	£95.00	£19.00	£114.00

Mary-Ann Horley	Expenses (Lump sum Quarterly)	£26.00	NIL	£26.00
Caron Ballantyne	Expenses (Lump sum Quarterly)	£52.00	NIL	£52.00
Caron Ballantyne (Amazon)	Grass cutting/ground maintenance	£6.19	£1.25	£7.44

All payments approved unanimously

- d) **Bank Reconciliation for the year to date** –signed by Cllrs Haberton and Mackenzie, noted
- e) **To consider IT Licences**, resolved unanimously that a Microsoft Business Licence be obtained, the zoom licence be cancelled and the “-PC” emails be moved to Outlook Assistant Clerk
- f) **To review Cemetery Fees for April 2023 to March 2025**, resolved unanimously to accept the proposed increases Clerk
- g) **To consider Playground Safety Training Course from NALC**, resolved unanimously that the Park Inspector be sent on the training along with the assistant clerk Clerk
- h) **To consider Burial ground/Cemetery management software**, resolved unanimously that this was not required currently

## 50 Planning

### a) Applications for consideration

22/00319/HOUSE	The Lawns (26)	Removal of existing Timber section and plastic roof from kitchen porch and replace with rendered masonry, UPVC door, windows and insulated flat roof (retrospective) – SUPPORTED unanimously
23/00468/FUL	Station Road (Collingham Railway Station)	Erection of 8 no dwellings with associated access driveway, parking and turning facilities – SUPPORTED unanimously Comments: Highway to be adopted and preferably to be affordable rent as this would support the emerging Neighbourhood Plan
23/00508/FUL	Swinderby Road (10)	Demolition of existing side offshoot. New single storey structure to provide additional living accommodation to host dwelling and single storey rear extension – SUPPORTED unanimously
23/00571/HOUSE	Low Street (5), Pine Lodge	Erection of garage/gym with office above – NOT SUPPORTED unanimously, support the conservation officer comments

23/00627/HOUSE	High Street (53), Handley House	Proposed single storey rear extension – SUPPORTED unanimously
23/00651/HOUSE	Cawthorne Close (9)	Proposed removal of existing sunroom and convert and extend the garage into a kitchen/diner – SUPPORTED by majority 7/2

b) **Applications Determined**

23/00149/ADV	High Street (58), Pine Lodge, Unit 3	Refused
23/00241/HOUSE	High Street (49), Fern Cottage	Application Permitted
23/00288/DISCON	Station Road (Braemar Farm), Land Adjoining	All conditions discharged
23/00472/TWCA	Queen Street (13), Redlands	No objections
23/00503/TWCA	South End (St John the Baptists Church)	No objections
23/00670/TPO	High Street (106), Holme Lea	Application Permitted

Noted

c) **Newark & Sherwood Amended Allocations & Development Management Development Plan Document (DPD) update on progress, noted**

d) **To consider Draft Neighbourhood Plan Report from Surveys**, resolved that **Ass** the comments were as anticipated, but this now is building our evidence base **Clerk**

e) **Central Lincolnshire Local Plan Inspectors Report and Adoption**, noted

f) **Newark and Sherwood District Council Draft Housing Strategy 2023 – 2028**, **Clerk/ Cllr Fabian** resolved unanimously that comments would be made in support

51 **To review Phoenix Hall lease for the Platinum Field and associated Good Neighbour Policy**, resolved unanimously that an annual usage report to be added to the lease, these would then be adopted and signed. **Clerk**

52 **Governance and Accountability**

a) **To consider the Draft Annual Governance Statement**, resolved unanimously that these were a true reflection of the year end position

b) **To consider the Draft Annual Accounting Statement**, resolved unanimously that these were a true reflection of the year end position

53 **Correspondence**

a) Invitation to shape the Wilder Nottinghamshire network from Notts Wildlife Trust, noted

b) The Department for Levelling Up, Housing and Communities (DLUHC) Consultation On Community Infrastructure Levy, resolved unanimously that **Clerk/ Chair** Clerk and Chair would respond on behalf of the Parish Council

- c) Nottinghamshire County Council Local Community Fund grants now open and cost of living info booklets available, resolved unanimously that the information would be sent to community organisations to which this may be applicable **Clerk**
- d) Invitation - Beaumont House Open Day, Saturday 13th May, resolved unanimously that Councillor Gray and Clerk would attend **Clerk**

**54 Fleet Article for June –** Cllr Fabian to write, topics were suggested

**55 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**
- Risk Register published to the website **9b**
- Action Plan published to the website **9c**
- Coronation flag purchased **19f**
- New colour laser printer to be purchased **19g**
- Policy on Councillors Allowances published to the website **22b**
- County Councillor report has been requested in advance of the meeting along with a request to attend a meeting. **33**
- Budget changes made **34e**
- New Councillor and GDPR training booked for existing Councillors as appropriate – to be booked for new Councillors **34f**
- Trade Waste Contracts for 2023/24 all signed and returned to NSDC **34g**
- Email sent to LCS to consider any application submitted with regard to the pantry **36**
- Grant payment made to Collingham Bowls Club **37a**
- Grant payment made to Collingham & District Preschool **37b**
- TVT “Friend” application completed **38a**
- OEP Protected Sites – deadline missed due to illness **38c**

***Clerk Specific Items***

- All planning consultations responded to
- Defib Training arranged for Thursday 11<sup>th</sup> May at 7pm in the Y&CC

***Assistant Clerk (Sarah) Specific Items***

**22/136** – Telephone Arrangements, agreed package being pursued

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

Website and social media engagement has been maintained

Area of work is expanding

Collating neighbourhood plan survey responses

**21** – Opening event to be arranged with Scouting/Guiding Movement. Publicity to be produced and advertised

**35c** – Newark & Sherwood District Council Sports Facilities Research, responded to

**Reports to NCC**

<b>CSC504558254</b>	Gullies	Missing Gully Cover on Swinderby Road, between Park and PRow
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**Reports to NSDC**

<b>ESB 5052484</b>	Fly tipping	Green Lane
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***Councillor Fabian***

**22/192** – Memorial for Councillor Dobson, being discussed with Collingham Agricultural Society

**23b** – John Blow School Council plan project. Artworks displayed at the “bring a spade” event on the 26th March. Funds raised by the school given to the Parish Council for “Green Vision”.

**34i** – Sensory Garden fee proposal accepted

A note of thanks has been received from the Chair of the Bowls Club for the grant received and also all of the work that the Parish Council undertakes on behalf of this community

The organisation of Collingham Open Gardens to be taken on by the Parish Council in future years – information from the previous organiser has been requested

The meeting closed at 8:15pm

**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 – Great, Eat & Meet**