

# NORTON AND CUCKNEY PARISH COUNCIL

## Minutes of the Meeting of the Norton and Cuckney Parish Council

The Meeting of Norton and Cuckney Parish Council held in the Norton Cuckney Village Hall on the 9 December 2015 at 7.30pm.

Minute

No.

**122/15 Present:** Councillors Collins (Chairman), M Smith, Alvey, J Reynolds, G Smith, Brailsford and Barlow.

**Others present:** Mrs Lisa Hill (Parish Clerk) and County Councillor John Ogle

### **123/15 To accept and approve apologies for absence**

Apologies for absence had been received from Councillor Morton and District Councillor Kevin Dukes and these were accepted.  
The Chairman reported that Charlotte Chapman-Hart had decided to resign from the Council with immediate effect.

### **124/15 To receive and record any declaration of interest from members in any item to be discussed**

There were no new declarations of interest.

### **125/15 To approve minutes of the meeting held 11 November 2015**

Councillor Alvey proposed to accept the minutes of the meeting held 11 November 2015 as a true record; with the exception that Councillor Alvey had been omitted from the Action point in minute 112/15, this was seconded by Councillor Reynolds. The minutes were signed and dated by the Chairman.

### **126/15 To receive any updates from the minutes of the meeting held 11 November 2015**

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Min 459/15

- The Clerk reported that a response had yet to be received from the Royal Mail Mansfield Collection Office following the Council's request for an additional post box. **Action – Clerk.**

Minute 072/15

- The Clerk reported that a closing statement had been received from Lloyds Bank and that the account balance had been credited to the Unity Bank account by cheque.

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Minute 095/15

- The Chairman reported he had received a quote from a local builder to rebuild the community garden wall for approximately £4,000 and a

quote for repairing the pathways in the community garden for approximately £8,000. The Chairman had completed a grant application for the wall to submit to Grantscape, an application to Groundworks grant (tesco scheme) for the works to the wall and the path and a bid to Bassetlaw District Council's Community Grant Scheme for works to the wall and the path. These grant applications would be submitted by the Chairman or the Clerk. **Action – Cllr Collins and Clerk.**

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Minute 109/15

The Chairman reported that following concerns expressed regarding the buildings to the rear of the Greendale Oak an email regarding their condition had been sent to Simon Britt, Conservation Officer, BDC. Simon Britt had agreed to visit the site and advise how to proceed.

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Minute 120/15

The Clerk apologised to Councillor Reynolds for omitting the Village Hall Grant application from the agenda this month. The application would be on the agenda for discussion at the January 2016 meeting.

The Clerk reported that a meeting with Mr Tim Dring, to discuss broadband in Nottinghamshire was scheduled for Tuesday 15 December 2015. Points from this meeting would be forwarded to Councillors.

### **127/15 Open session for members of the public to speak**

County Councillor John Ogle reported on D2N2 and the Sheffield regions bids in the devolution process and on a recent visit to Bassetlaw Hospital.

Councillor G Smith thanked County Councillor Ogle for his help in resolving the issue of maintenance of the footpath adjacent to the A60.

### **128/15 Finance – to approve payments and receive financial update**

The following invoices were presented and payment **resolved** by the Council.

- a) Mrs Lisa A Hill, expenses November/December 2015 £47.09
- b) Mrs Lisa A Hill, wages November 2015 £114.67 (already paid by Standing Order)
- c) HMRC, PAYE - Clerk November 2015 £28.60 (already paid by Standing Order)
- d) Mr S Pemberton, wages 2/11/15 to 27/11/15 inclusive £157.50
- e) Mr R Wass, wages 2/11/15 to 27/11/15 inclusive £97.90
- f) HMRC, PAYE Wass 2/11/15 to 27/11/15 inclusive £24.60
- g) Planning with People, revisions to draft Neighbourhood Plan £3,000
- h) G & S Corporate, bin liners for street cleaners £28.54

- i) Norton and Cuckney PCC, flyers for Community Festival
- j) Norton and Cuckney Village Hall, Neighbourhood Plan meeting

The Clerk presented a financial report for November 2015.

#### **129/15 To discuss suggestions for items for inclusion in budget 2016/17**

After discussion **it was agreed that** the Clerk prepare budget items based on the estimated expenditure required for Norton and Cuckney in 2016/17.

**Action – Clerk.**

#### **130/15 To discuss Action Plan**

Councillors M Smith, G Smith and Alvey presented amendments made to the existing Action Plan and the reasons for them. **It was agreed that** the Action Plan should be accepted with the exception that item h in Aim 2 should be amended to read ‘and to regularly update traffic policy.’ The plan should be reviewed six monthly against action points. **Action – Councillor Alvey.**

#### **131/15 To discuss Emergency Plan**

Councillor Alvey presented draft Emergency Plan to the Council.

After discussion, **it was agreed that**, the Emergency Plan should be adopted.

#### **132/15 To discuss Disciplinary Policy**

After discussion **it was agreed that** the National Association of Local Council’s model version of Grievance and Disciplinary Procedure be accepted; that this policy would supercede the existing Grievance Policy. The Clerk would circulate a copy of this to all Councillors. **Action – Clerk.**

#### **133/15 Planning – to consider any planning application, note any correspondence and decisions**

15/01458/HSE Erect two storey front extension at Fourways, Budby Road, Cuckney. **It was agreed to**, make no objection. **Action – Clerk.**

The Clerk reported on two further planning applications. Planning application 15/01576/LBA, Conversion of existing farm buildings to form a wedding venue including the erection of single storey extensions, highway improvements and car parking at Hazel Gap Farm, Budby Road had been received too late to be included on the agenda for this meeting. Whilst requesting an extension to consider this application it was discovered that a previous application 15/01575/RSB, for the same site had not been received. Whilst the Council had no objections to either application and appreciated that applications did not always accord with the parish council’s meeting schedule, concerns were expressed that the Council was not able to give the residents of Norton and Cuckney the opportunity to express their views as neither application had been available for the agenda. **It was agreed that**, a complaint should be made to Bassetlaw District Council (BDC) regarding the non receipt of the planning application. **Action – Clerk.**

The Clerk reported that planning application 15/01382/TPO to carry out various tree works at Rowan House, Budby Road, Cuckney had been approved by BDC.

#### **134/15 To receive an update on the Neighbourhood Plan**

The Neighbourhood Plan Steering Group met at Cuckney Cricket Club on Thursday 19<sup>th</sup> November. This was to discuss the re-write of the Neighbourhood Plan following the formal consultation period. Helen Metcalfe from Planning for People and Natalie Cockrell from BDC were present.

At first site there looked to be considerable change in the document. A number of the sites allocated for development seemed to have been dropped. On further reading and explanation it was apparent that this was not the case: the sites which are about redevelopment (Eddisons Cottage, Woodhouse Hall Barns, and Cuckney House) have been included in the new Heritage at Risk Policy in the plan. This increases flexibility to add further sites for redevelopment in future, and sets a standard by which this would be done.

There was debate over the Local Green Spaces list – a number of LGS had been deleted due to the being inaccessible to the public or being protected in some other way. The group decided to reinstate Church Meadow and Fielding's Bank into the designated list.

We have learned that our work is never done! Three further documents – a Sustainability Appraisal, a Basic Conditions Statement and a Consultation Document are all being prepared at present. It is expected (or hoped!) that the plan will be presented to Bassetlaw District Council by the end of January 2016 and then will go to Inspection and Referendum.

#### **135/15 Proposal to discuss Sector Led Body Audit Procurement**

After discussion **it was agreed that**, the Council should not opt out of the Sector Led Body Audit Procurement Scheme.

#### **136/15 Proposal to join Lengthsman Scheme jointly with Carburton**

After discussion, **it was agreed that**, the Council should join the Lengthsman Scheme, without Carburton, using its existing street cleaners for the tasks.

**Action – Clerk.**

Councillor Alvey reported that an application for monies to purchase a strimmer had been submitted to BDC's Community Grant Scheme.

#### **137/15 Proposal to use Google documents for discussion matters between meetings**

Discussion took place on the merits and possible uses of Google documents. It was suggested it may be particularly useful for correspondence items. **It was agreed that** Google documents should be trialled. Councillor Alvey agreed to set this up. **Action – Councillor Alvey.**

#### **138/15 To receive any highways or services faults**

- Main Street, Norton – wooden finger post still broken
- Road surface in Norton potholed.
- Direction signs on crossroads A60/A616 required attention

#### **139/15 To receive items for information and future agenda items**

- Village Hall Grant
- Precept 2016/17

The Chairman read out the exclusion notice requesting members of the press and public to leave the meeting. This was **Resolved** by Council.

#### **140/15 Items for exclusion of the press and public**

The Council discussed the final draft of the Clerk's Contract and Job Description. **It was agreed**, to accept the Clerk's Contract and Job Description. The Chairman and the Clerk signed the Contract.

The Council discussed the street cleaner's job description. **It was agreed** to accept the job description with the proviso that some re-wording was required to clarify the frequency of tasks in the two villages. **Action – Councillor Alvey.**

The Council discussed the street cleaner's contract based on the ACAS model and clarified holiday entitlement. **It was agreed** to accept the ACAS model contract. **Action – Councillor Barlow.**

A risk assessment for the street cleaner's role was presented and **it was agreed** to accept this.

In relation to the street cleaner role Councillor Alvey presented estimated costs for the street cleaning operation in 2016/17.

**It was agreed that**, procurement of traffic cones was required. These may be provided as part of the Lengthsman Scheme.

Following discussion regarding storage of Council equipment, it was agreed that the landlady of the Greendale Oak should be asked for permission to install a lock on the current store at the rear of the pub. **Action – Councillor Alvey.**

#### **141/15 Date and time of the next Parish Council meeting**

The next meeting of the Norton and Cuckney Parish Council meeting will be held on 13 January 2016 at 7.30pm in the Norton Cuckney Village Hall.

*The Chairman closed the meeting at 10pm.*