COLSTON BASSETT PARISH COUNCIL

DRAFT MINUTES for the Parish Council Meeting held on

22nd November 2021 from 1900hrs at Colston Bassett Village Hall

Council formally noted the sad passing of Parish Councillor & former Parish Clerk Nick Goddard. Nick was a great supporter of a whole range of village activities, having been a key volunteer over many decades. Amongst his engagement with many local projects Nick was key in helping deliver both the Millennium Village Hall & Neighbourhood Plan to fruition. His knowledgeable input, invariable good humour and well-informed contributions will be missed.

**M811** a) Attendees Cllr J Mcguirk (Chair), S Manea-Nelken (Vice Chair), D Clark & J Jennings

b) In Attendance NCC Cllr N Clark, CBPC RFO & Clerk N Mayglothling

c) Apologies for absence. RBC Cllr T Combellack

**M812** Declarations of interest in any matters scheduled for discussion.

Cllr Mcguirk under the Littlefield Planning Application (adjoining property)

**M813** Consideration of the Minutes of 6 September 2021 CBPC Meeting & any Matters Arising.

1. The September 2021 Minutes were approved as presented, with thanks to Cllr Manea-Nelken.
2. Matters arising: - Siding up of Sandpit Hollow. It was noted that whilst residents have kept their hedges trimmed back NCC / VIA Highways have yet to deliver on their undertaking to deal with this issue “in the autumn”. Cllr Clarke had been told by VIA that this was programmed in, but with no action to date **Cllr Clarke will follow up on this**.

**M814** County and Borough Councillor Updates.

1. Nottinghamshire County Council Update (Cllr N Clarke)
2. Local Improvement Schemes relaunched as Local Community Fund, two award levels (up to £5k and over £5k, applications welcomed).
3. **ACTION Council agreed to send an email to Cllr Clarke & Cllr Combellack refc potential donations for the purchase of the new Market Cross plaque, including a full description and cost, copy-invoice & the CBPC bank details. (Action Clerk)**
4. The County Council as the Lead Flood Agency will be promoting and supporting training of Flood Wardens, any new volunteers to be directed to this opportunity.
5. NCC are re-considering the Lengthsman Scheme, so that may become an opportunity again.
6. NCC are also investigating the implications & their capacity to act as the Lead Agency for Flood Control, or whether this requires greater over-arching control over the many agencies involved. Colston Bassett PC have written in response to consultation on this matter stressing the urgent need for overall powers to deliver the proposed strategy.
7. Plastic bottle tops (eg milk-tops) can now be recycled locally, and other items are under consideration. The potential implication of this on charitable collections was noted.
8. Speed reductions. Cllr Clarke is still awaiting feedback on extending the Hall Lane speed-reduction decision, still with no information / conclusion on this to date, which Council considered to be highly disappointing. Equally disappointing was that there was no known feedback on the speed-survey conducted along Hall Lane over a month ago. Cllr Jennings asked **NCC Cllr Clarke to follow up and report back on this**. Council also noted several recent reports (made to Cllr Jennings) of cars racing along Hall Lane. (Sandpit Hollow to Smite Bridge).

Council also NOTED that when the VIA rep came to look at flooding near the Dairy he was amazed there was a 60mph allowance on Harby Lane at this point, especially with the regular large-vehicle manoeuvres and staggered junctions in this area. Cllr Clarke suggested safer “reversing / turning” operations at Dairy are required, but the Council priority is to reduce vehicle-speed in this area.

***ACTION Cllr Clarke will approach assessors at VIA again with regard to speed-restrictions at both ends of the village (Harby Lane & Hall Lane) & obtain feedback on the recent traffic survey.***

***ACTION PC also to write to Highways Manager for Rushcliffe Area over this and siding up issues.***

1. Rushcliffe Borough Council Update (Cllr Combellack)

(In Cllr Combellack’s absence RBC-pertinent items are as noted in Cllr Clark’s report)

**M815** Planning Applications.

**a)**  New Applications for consideration and Planning items to note:

 i) Council **NOTED** that communications published by RBC Planning with regard to Linden Lea were derogatory and inappropriate. These comments had been removed from the RBC Planning website following a complaint from the Clerk. The initial comments on this application by the Conservation Officer had also been historically inaccurate. The Chair had also written to the senior officer at the suggestion of Cllr Combellack, demanding urgent scrutiny of Conservation. The response received indicated that due to staffing losses and changes, the date for scrutiny of this topic remains July 2022. The Chair suggested **writing to PCs with Conservation Areas to see if they share same issues as CBPC regarding efficacy of RBC Planning** (***AGREED, action Chair***).

 ii) 21/02457/FUL Revised Plans, The Barn, School Lane (PC supported original application)

 Following discussion Council **SUPPORTED** these revisions

1. Removal of Trees on Church Gate. Late notice of Permission (post-removal)

Council **NOTED** that notice of permission to remove trees at a residence on Church Gate had only been made after the legal period for consideration, and was communicated after the trees had been removed. This elicits little faith in the ongoing capacity of RBC to protect any trees in Colston Bassett.

1. Revised Plans for Littlefields on Harby Lane (PC objected to original application).

*Cllr Mcguirk withdrew from the room for this item and Cllr Manea-Nelken took the Chair.*

It was NOTED that the application was contrary to several Policies in both the Colston Bassett Village Conservation Area and the Colston Bassett Neighbourhood Plan. Despite the view of the RBC Conservation Officer, **Council considered that this application WOULD cause Harm and neither enhances nor preserves the area, and so resolved unanimously to OBJECT to the proposal.**

*Cllr Mcguirk returned to the meeting and resumed the Chair*

1. Council NOTED the status of previous applications (as circulated under Annexe 1 & NOTED the planned RBC Scrutiny Review of Planning in July 2022. Cllr Mcguirk has already raised with the RBC Member who Chairs the overarching Scrutiny Committee (Cllr Combellack) that the delay in scrutiny is of great concern, when the service in respect of the Colston Bassett Conservation area is failing to meet residents’ expectations.

Annexe 1 Planning Applications Council NOTED the outcomes of previous consultation

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | CBPC | RBC |
| The Barn | School Lane, (various revisions *(May)* | Support | Pending\* |
| The Elms | Demolition/Renovation of outhouses (*April)* | Support | Pending\* |
| Linden Lea | Entrance Widening, Extensions & Renovations *(April)* | Support | Pending\* |
| Linden Lea | Revised application *(September)* | Support | Pending |
| The Elms | Alterations to Main Building *(May)* | Support | Pending\* |
| Littlefield | New 2-bed bungalow in front garden *(June)* | Object | Pending\* |
| The Old Vicarage  | Demolition and new extensions *(May)* | Object | Pending\* |

*\* Applications marked with an asterisk are overdue for decisions by RBC Planning*

*d) Potential Questions for RBC Planning / Scrutiny (for next PC Meeting)*

1. *What percentage of RBC Conservation Areas have achieved Review by RBC since 2009, as advised under National Planning Guidance to happen every five years?*
2. *What percentage of Planning Applications in RBC Conservation Zones have been completed within the statutory a) eight weeks and b) thirteen weeks periods?*
3. *What percentage of Planning Applications in RBC Conservation Areas that attracted either Parish or Town Council objections have been refused by RBC since 2009?*

**M816** Financial monitoring and update. (Inc Expenditure Annex 2) (Cllr D Clark)

The Meeting Report from the November FAG; had been pre-circulated to Council attendees.

1. **Council RESIOLVED that the 2022-23 Precept level be set at £11,200 (no increase)**
2. **Council RESOLVED to accept the updated 2021 Asset Audit**
3. **Council RESOLVED to accept the 2021 Risk Register.**
4. **Council RESOLVED to accept the other operational recommendations as presented by FAG;**
5. N4a To authorise 2021 Festive gifts (as per 2020) and annually until further notice
6. N4c To continue with Unity Trust & online banking arrangements
7. N4f To NOTE no change or revision to current Financial Regulations
8. N4g To authorise exploration and continuance of a roll-forward of the 2020/21 Mowing Contract with Streetwise; (**Action Clerk & Cllr Clark**, based on approaching Streetwise on a single preferred-contractor basis, subject to an acceptable tender-offer).
9. N4h To NOTE issues with Highway & drainage clearances & to authorise future Expenditure on emergency cleaning / clearances if so required
10. N5a To Approve the 2021 Risk Audit and note action to recruit additional Councillors
11. N5b To Approve the 2021 Asset Register and note action to draw up an additional

Financial Implications Register on a rolling 5yr basis to assist Precept Formation

1. N5d To approve £1000 from Reserve to support Queen’s Platinum Jubilee Celebrations.
2. N6 To approve a request to RBC for a 2022-23 Precept total of £11,200 (no increase)
3. N7a To consider the financial situation of the Village Hall; Paddocks in precept formation in light of nil response from Estate over a period of several years.
4. N7b To approve email notification and authorisation of purchases and financial settlements when these fall between meeting dates *(required due to potential for a reduced number of meetings / larger time-gap between meetings).*
5. Council RESOLVED to accept for payment all items in Annexe 2

General Expenditure Considerations

a) The NOTE the Clerks Salary Differential paid Sept 2021 £29.60

b) To authorise future auto-payment of all salary differentials on receipt of claims from Clerk

c) To NOTE the Q2 PAYE paid to HMRC £59.10

d) To NOTE settlement of Village Cross plaque invoices £271.80

e) SLCC Membership: to APPROVE an annual 50% contribution (Clerk) £56.00

f) To Approve the Zoom Annual Renewal (to Clerk) including VAT £143.88

g) To Approve the replacement (x2) of Union Flag @ VH (to Clerk) £6.74

h) To Note the War Memorial renovation cost (plus VAT) £489.00

i) To Note the Honoraria Donation obo N Goddard £100.00

j) To note contribution for a Remembrance Day wreath to RBL £25.00

k) To approve VISTASPRINT PC CHRISTMAS CARDS (Dutch VAT) £33.53

Council also NOTED a Pending Financial Consideration; 2021-22 JNC Salary Scale Negotiations

l) Council NOTED that the 1.75% JNC pay increase offer was not accepted by the Public Sector Unions, so further information on resolution of the 2021-22 pay settlement level is awaited.

**M817** Neighbourhood Plan Community Actions.

***1)*** *Environment.*

a) Projects (Cllr Jennings)

Cllr Jennings reported that a meeting with the School is planned, so more to report back after that.

b) Flood Prevention (Cllr McGuirk)

Parish Council received and approved the Flooding Report compiled by Prof Jim Mcguirk. It was noted

that the Loughborough University team would be visiting the village on December 20th to gather

further evidence and to visit flooding sites. Thanks was expressed to a group of residents who are

currently mapping the locations of historic ponds.

c) Call for Flood and Gritting Wardens (Cllr McGuirk)

Cllr Mcguirk raised the issue of seeking additional Flood & Grit Wardens for the village. Council

agreed this should be done via circulating hard-copy to all residents to encourage new volunteers.

d) 2021-22 RBC Tree scheme (6 additional Oaks) (Clerk / all)

The Clerk informed Council that a further six Oaks had been requested under the extended RBC

scheme and The Estate contacted for liaison over planting areas (no reply to date from The Estate).

e) 2022 Mowing Contract (SO 28) (Clerk / all)

As per FAG Meeting notes, Cllr Clark and the Clerk commented on the 2021 Mowing Contract. In light

of the standards, frequency and value achieved it was recommended that the current Contractor be

contacted to discuss costs for rolling forward to the 2022 season with potential for extension to 2023.

***2)*** *Community Facilities*

a) Village Hall Update (Cllr Jennings)

Cllr Jennings reported that an informal review is underway to look at operations coming out of

lockdown, looking at practicalities including cleaning and care-taking requirements, etc. Hearing Loop.

PA & Internet had all been found to be very beneficial. Looking to see what Grants may be available to

help move to reduce Hall’s carbon footprint.

b) Memorandum of Understanding (MoU) (Cllr Jennings & Cllr Nelken)

The MoU has been presented to the VHMC Officers and now just physically needs to be signed off.

1. Queens Jubilee (Notice & H/C Circulation, and any other accompanying notices)

Cllr Mcguirk had pre-circulated a draft hard-copy notice to be delivered to all addresses n the parish. Council approved the content and it was agreed that this should be done by the end of November.

**Items for circulation were AGREED as a call for volunteers to assist with the Jubilee Celebrations, as Grit & Flood Wardens, to (re-)join the village email list and to volunteer as a Parish Councillor.**

***3)*** *Transport & Road Safety.* (Cllr McGuirk)

Cllr Mcguirk reported that Residents have complained about being abandoned in Cropwell Bishop &

Radcliffe when buses didn’t appear, so couldn’t get home. Regrettably no response has to date been

received on seeking an explanation for this, however Cllr Neil Clarke reported that staff shortages have

left little or no cover for illnesses. He also noted that reconsideration of Dial-A-ride or Taxi-Bus scheme

may be needed. **(Cllr Clarke to follow up**)

**M818** Parish Communications (Cllr McGuirk)

Cllr Mcguirk reported that the PC had held a consultation exercise with residents to find out about the level of satisfaction with the information received from the Council. Very few (only 12) responses were received making it difficult to draw firm conclusions however based on those who did reply:

* The lack of response leads to a conclusion that few residents read the communications issued in emails from the PC.
* The majority of those who did respond prefer short factual statements.
* The current email list held by the Parish Council contains addresses for roughly 50% of households, and hence is in need of update.

The lack of response in itself was considered concerning and hence, following informal discussions between Members, changes were proposed as follows;

* A short quarterly newsletter to be introduced, maximum 1 side of A4 circulated to all households and added to the web site and notice board. Contents to be focussed on the activities of the Parish Council (a short summary of Minutes~~)~~ *(Clerks Note: Subsequent to the meeting it was greed that each elected member would write one newsletter in turn, the Clerk would check content and print the newsletter; distribution would be then be carried out by Members.)*
* Information relating to other organisations in the village to be posted on the relevant section of the PC Web site Elected members will seek a village volunteer to set up and update non-PC sections of the web site.
* Information which is required to be communicated as a matter of urgency e.g. local Road Closures to be circulated by email quickly, and if relevant to the non-email residents it should be printed and circulated asap. *Hard copy will be exclusively for those few residents who have no access to email. The Clerk will be requested to print these and elected members can share distribution. (Further Detail to be decided).*
* The email circulation list will be updated, gathered by hard-copy circular to all households. The Clerk warned that this may actually reduce the number of households / individuals receiving any PC e-circulations It was noted that contacts could still remain on the e-contact list even if no response was received.

It was noted that the Agendas and Minutes of the PC are made available both on the PC notice board and on the PC web site, keeping those who are interested informed of all PC business. That information and the Annual Audit (AGAR) process are the only items that the Parish Council are legally obliged to display. Anything else produced, displayed or circulated is an addition to that requirement.

It was also noted that few, if any, of the local groups and organisations listed on the PC website provide any material for inclusion, although the Clerk had recently updated several of the “information” tabs in the absence of anything being forthcoming from the groups themselves.

Council noted that since the original informal discussion and to further highlight the confused situation, recently NCC & RBC had sent out items for “publication to parishes”, a local resident had requested circulation of funeral details & the Church had requested circulation of Christmas card & Remembrance Service information. These were of course e-circulated as requested, but as all were “non-Council” (but clearly of local interest) items, the question remained as to whether such requests should be fulfilled?

It was NOTED that Council initially needs to make a decision as to whether the PC website & PC email distribution list is to host only PC items, or also items of local interest. Without that decision it is increasingly difficult to avoid criticism of email circulations and the inclusion / exclusion of items on the website. This will be resolved once the email list has been updated. Clarity must also be ascertained as to what will then also be circulated in hard copy & when, to help identify responsibilities for collation, production and circulation.

*(Clerks Note: Following the meeting a draft Communications guide has been submitted to the Clerk which will become the CBPC Communications operational-basis going forward)*

**M819** Parishioner Questions.  None were raised

**M820** Councillor Items None were raised

**M821** Council NOTED the next Parish Council Meetings

***If Required 13 December*** *Parish Council Meeting*: 19.00 in CB Village Hall; open to both Press and Public **Council resolved that this meeting will only be held if substantive business so demands.** Clerk and Chair to liaise and confirm this in early December.

*M822 2022 Meeting Dates* Council APPROVED their meeting dates for 2022.

17 January; Ordinary Meeting 21 March; Annual Parish Meeting followed by Ordinary PC meeting

16 May Annual Parish Council Meeting followed by Ordinary Meeting. (18 July Ordinary Meeting if reqd)

12 September Ordinary Meeting 14 November Ordinary Meeting (approves 2023-4 Precept level)

(12 December; Ordinary meeting / final date for confirming Precept request if so required)

*(Finance Advisory Meetings wks/bg 7 March & 31 October: Closed meetings, reporting to Full Council)*

*Council RESOLVED that the July and December 2022 Meetings will only bel according to business need.*

***There being no further business and with thanks to all, the Chair closed the meeting at 2124hrs.***