1. **ual Parish Council Meeting Draft Minutes**

**M610 a) Those Present**

Cllrs Sabina Manea Nelken, Jonathan Good, Andrew Fletcher, Nick Stanford & Elaine Burgin

1. **In attendance** Nige Mayglothling (Clerk & RFO) and three members of the Public
2. **Apologies for absence** Cllr John Jennings, RBC Cllr Tina Combellack & NCC Cllr Neil Clarke

**M611 a)** The Meeting **NOTED the May 2023 Local Council Election Results**

**b) The Clerk Confirmed that all Councillors present were eligible to participate**

**M612 Election of 2023-4 Colston Bassett Parish Council Chair**

**Sabina Manea Nelken** Proposed (in writing) by Cllr Jennings, Seconded by Cllr Good

**Unanimously elected**

**M613 Council noted Declarations of Interest in items scheduled for discussion**

Item 10.d.1 Cllr Stanford Item 10.d.ii Cllr Good

*Following consultation with the Clerk and the RBC Monitoring Officer, Councillor Fletcher raised a question with Council around his eligibility to comment and vote on Item 10.d.1, as the current tenant of the adjoining paddock. The Chair and Clerk advised the meeting that it was the responsibility of each Councillor to consider their own participation on each item, and then to act accordingly, mindful of how their actions may be objectively viewed by their electorate*. *It is the responsibility of each Councillor to decide if their interest in any item is pecuniary / disqualifying from their contribution, or not.*

**M614 Council made the following appointments: 2023-24 Parish Council Officers / Portfolio Leads**

1. **Parish Council Vice Chair** (left Vacant)
2. **Finance Lead (**Elaine Burgin**) and 2 additional authorising Signatories** (Sabina Manea Nelken and Nick Stanford)
3. **Planning Lead** (Nick Stanford)
4. **Environment Lead** (John Jennings)
5. **Facilities and Amenities Lead** (combined with Environment- John Jennings**)**
6. **Independent Internal Auditor 2023-4** Mike Garratt

**M615 Minutes of the Annual Parish and Parish Council Meetings held on 13 March 2023**

Council considered and approved the Minutes as presented.

**M616 Matters Arising not covered elsewhere on the Agenda (Clerks Update)**

1. **Coronation Celebrations and International Duck Race update**

**Council recorded their thanks to all who had organised and participated in the event, especially Lead Organisers Bunty and John Fletcher.** The event has indicatively **raised £3753.76 for Village Hall Funds**. It was suggested that **recipients of support from future events be discussed by Council** ahead of any next event.

1. **Village Hall Roof**: **Council noted transfer of a financial commitment of £1,798.26** from Reserve made in March 2023, the required 10% to activate the Grant Award.
2. **Mowing Contract**: Council noted that the **2022 Streetwise account has been settled,** with **Streetwise contracts for 2023 & 2024** in place & delivery already underway.
3. **Zurich Insurance** 2023-4 Schedule: Council noted a **3yr Long Term Agreement**, with an **initial payment of £961.33 due at the end of May**.
4. **Hall Lane Speed Restriction** consultation has closed and action on **implementation awaited**. An **Oct/Nov 2023 Traffic Survey remains planned**. Concerns around car parking / resultant traffic flow near the Telegraph Office Corner were also discussed.
5. 2022/3 Annual Risk Register & Assets Audit noted, **next annual review due Oct/Nov**.
6. **Council noted thanks to NCC Cllr Neil Clarke** for his support of the Village Hall (BBQ).

**M617 Local Representatives Reports**

1. **Nottinghamshire County Council (Cllr Neil Clarke) Nil Report**
2. **Rushcliffe Borough Council (Cllr Tina Combellack) Nil Report**
3. **Notts Police Nil Report**

**M618 Finance** *(Draft AGAR Papers circulated pre-meeting)* **Responsible Financial Officer**

1. Council Noted an Overview of the Financial Management, Online Accounts, approval processes and Balances. For the moment transfer of Operational control from ex-Cllr David Clark to the RFO is ongoing, whilst all Cllrs will eventually be able to view all three Unity Trust Bank accounts (Current “Precept”, General Reserve and De-Fib Accounts).
2. The Clerk’s Reimbursement & Claim Forms process was noted. The May Claim authorised by the meeting and signed by the Chair, for processing by Mr David Clark as appropriate.
3. **Council NOTED** **the Annual Audit process** as follows; **to be addressed on June 5th**
4. Consideration of the 2023-24 Internal Auditors Report (AGAR page 4)
5. Receipt and Consideration of RFO’s 2022-23 Accounting Statements Summary
6. Consideration of the 2022-23 Annual Governance Declaration (AGAR Section 1)
7. Consideration of the 2023-24 Accounting & Financial Declaration (AGAR Sect 2)
8. Consideration of the 2023-24 Certificate of Exemption (AGAR Form 2, page 3)
9. Consideration of the 2023-24 Period for Public Inspection (12 June to 21 July tbc)

**M619 Planning (Clerk & Planning Lead)**

1. Council **Noted** the usual Discussion format, e-consideration options, and the Conservation Area & Neighbourhood Plan directives with regard to Planning.
2. Conservation Area Review; The Clerk reported on the progress in updating the document & the future process via RBC, Council and Public Consultation. Council Noted that the Conservation Document provided guidance on what was of value, with an emphasis on development being required *to conserve and enhance*, whilst the Neighbourhood Plan contained and directed policies in line with that guidance and with RBC & National Plans.
3. Council **Noted** Previous Planning Considerations:

i) The Old Vicarage 22/01643/FUL Detached Garage CBPC Neutral / Objected

ii) Post Office Farm 1st Floor Rear Extension CBPC Supported

iii) (Sunset) Cottage on Ch Gt Multiple Extensions CBPC Objected]

1. Council Considered two New Planning Considerations:

i) **Resubmission of Plans for Sunset Cottage** Extensions (“Dual Council”)

*Cllr Stanford withdrew from the meeting for this item.*

Council held extended discussions on this application, with the three members of the Public present invited by the Chair to speak on this application. Council noted that the plans had been submitted to the previous Council but consultation was still active under “new Council.”

On the basis of these discussion Council Noted, firstly, that as presented the Application Plans appeared to incorrectly label Paddock land as Garden. As currently labelled, if Paddock land were being claimed as Garden, this would require a separate Change of Use application, so as to comply with the Colston Bassett Neighbourhood Plan (CBNP). The Clerk advised the meeting that the movement of a fence / sale of identified paddock land outside of the Limits to Development set out in the CBNP, did not by itself remove the status of that land as identified paddock.

Secondly, Council noted that, as presented, the application did not appear to clearly identify the scale of the proposed extensions.

As a result of these initial application failings Council did not progress to discuss the specifics of the application with regard to the proposed mass of the extensions, the potential dark-skies light-shed impact of the proposals. nor appropriateness of design or materials.

**Council resolved to OBJECT to the application** **and recommended that the application be withdrawn** and attention in any resubmission be given to ensuring; -

1. **conformity with the CBNP** with regard to correct land identification, so as to comply with the CBNP. Identified areas within the CBNP remain as noted and must be clearly identified in any site Plans (ie as Paddock) and paddock areas may not be identified nor used as a “garden” without separate planning permission; Council noted that where such land falls outside the CBNP Settlement Boundary it will also fall subject to *Development in the Open Countryside* regulations.
2. that any future application-plans are presented with **precise building and site dimensions clearly indicated,** so that an assessment of the proposal within the CBNP Limits to Development, the extension-mass & any potential impact on the Road Scene may be made by Council measured against the CBNP, Local Plan and National Regulations.

*Following the closure of discussions Cllr Stanford was invited to re-join the meeting and the members of the Public left*.

**ii) Linden Lea Amendments (23/00730/VAR).**

*Cllr Good withdrew from the meeting for this item.*

Council considered the variations as proposed for Linden Lea. Attention was drawn to the guidance contained within the Colston Bassett Neighbourhood Plan towards retaining wooden framed windows rather than UPVC, especially in older properties.

Council RESOLVED to request that a Condition *that wooden framed windows be adopted within any approval of this application* be requested of RBC, on which basis Council resolved to SUPPORT the variation application.

*Following closure of discussion on this item Cllr Good was invited to re-join the meeting.*

**M620 Environmental** **& Amenity** **(Clerk)**

1. Council noted that the Lengthsmans £960pa Grant would be Reserve-matched in 2024 & 2024-5, and noted the Role & Responsibilities. An appointment has been made & Cllr Jennings will be assisting with task-identification and monitoring. (2022-3 Grant awaited)
2. Council noted the successful planting of the Parish Council-financed **Harby Lane Coronation Community Orchard** (4 apple and 2 pear trees during March 2023) and thanks were passed to the volunteers for delivering on this initiative *(John & Bunty fletcher, David Lambert, Justin Penny & Nige Mayglothling*)
3. Council noted the continued non-delivery by The Estate of any Village Hall Paddocks Usage Agreement, but that the Wild-Flower Planting Scheme in the “Events Paddock” along the School Lane Border had been successfully concluded. General debris in the paddock has also been attended to and the volunteers *(“The Harby Lane crew”, Paul Crabtree & Josh Smith*) were thanked for their efforts in delivering this improvement.
4. Council noted removal of the Prunus tree on the North Side of the Village Hall and the planned introduction of a Sensory Garden Planting Scheme in this area.
5. The Important Trees Survey was noted as a future project retained on each agenda, with an intention to deliver during 2023.

**M621 Councillor and Parishioner Urgent Item Considerations** (pre-notice ahead of meeting if possible)

1. Council considered an invitation to apply and pay for **membership of NALC** (the National Association of Local Councils). Council **resolved** to retain SLCC Membership (as held via the Clerk) but to **not pursue NALC Membership** at this time.
2. The Clerk to write to the PCC regarding “*Do not climb on the Walls”* signs at St Mary’s.

**M622 Provisional future meeting dates***: 17 July 18 September 27 November*

***An Annual Audit and Finance Meeting will be held on June 5th from 7pm at CBVH.***

***There being no further business & with thanks to all the Chair closed the meeting at 2134hrs***

***Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***