**Colston Bassett Parish Council**

**Draft Minutes for the meeting held from 1900hrs on Monday February 5th 2024 at the Village Hall**

**M664 a) Those Present** Cllrs Elaine Burgin, Jonathan Good, John Jennings, Andrew Fletcher,

and Nick Stanford

**b) In Attendance** NCC Cllr Neil Clarke RBC Cllr Tina Combellack

Cllr-Elect Clare Garrett Mrs Jane Clark (CBPC Clerk-Elect)

Nige Mayglothling (CBPC Clerk)

**c) Apologies for Absence** None

**M665 Election of CBPC (Meeting) Chair and CBPC Vice Chair**

Council NOTED the resignation of Cllr Sabina Manea Nelken due to residential relocation, and Council thanked her for her contributions over recent years.

Cllr Andrew Fletcher was elected as both Meeting Chair and as the Acting Chair of CBPC.

Cllr Nick Stanford was elected as Vice Chair of CBPC

Both the Chair and Vice Chair will initially serve until the May 2024 Annual Parish Council Meeting

**M666 Declarations of Interest in items scheduled for discussion**

The Clerk noted the interests of Cllr Good (Item 8. Linden Lea Planning) and Cllr Stamford (Sunset Cottage revised Planning). Cllr Fletcher noted an interest under Item 6C (Lengthsman)

**M667 Consideration of the Minutes of the Parish Council Meeting held on 27 November 2023**

The Minutes of the November Meeting were approved and signed by the Chair

**M668 Matters Arising not elsewhere on the Agenda**

**a) Co-Option of a Parish Councillor**

The Co-option of Mrs Clare Garrett was proposed to Council and unanimously endorsed, Mrs Garrett having previously indicated her willingness to serve on Council.

Council noted that all major financial considerations for the year had been settled and in the absence of any guidance to the contrary Council NOTED that there was no immediate conflict in retaining Internal Auditor Mr Mike Garrett until closure of the 2023-4 Accounts. The Clerk will provide the necessary information and forms to Councillor-Elect Garrett to allow her to join Council in a full capacity for the March Meeting

**b) Parish Clerk: Appointment and Handover Process Clerk**

i) Council formally approved the appointment of Mrs Jane Clark as Clerk-Elect & she was welcomed to Council

ii) The formal handover of responsibilities will occur at end of Annual Parish Council Meeting in May.

iii) The outgoing Clerk (NM) will oversee APCM Draft Minutes and the supervise the 23/4 Audit to completion

iv) The Outgoing Clerk will share all necessary CBPC information and materials with the Incoming Clerk during the March-May handover period, and will share access to all CBPC passwords and emails as appropriate. Salary handover will be effective from March 31st 2024. Appropriate agencies will also be appraised of the handover.

iv) Consideration of a replacement Computer to be discussed at May meeting.

**c) Flooding: Clerk**

**i)** Sandbag provision Emergency Flood Response Team offering help, further info awaited

ii) Potential storage solutions also to be discussed (Currently around village / at private addresses)

**d) E-Address**

NetwiseUK (CBPC Website Support / Provider) have advised that there will be an Opportunity to move to a .GOV address. Council ton consider against any costs once further information is made available **Clerk**

**e) RBC Planning Design Consultation Cllr Good**

Cllr Good advised the meeting that both individuals and councils can comment on what they would like a local

design guide, which will become part of the RBC Local Plan

Cllr Stamford is looking at this area and will work with Cllr Good to put a document / recommendation forward on behalf of Council. A prerequisite for this design-document is to help reinforce, maintain and protect the key aspects of the Colston Bassett Village Conservation Area

**f) Community Safety Meeting and Neighbourhood Watch options Cllr Burgin**

Council noted that residents are rightly worried by repeated “Visits”, Intrusions and (attempted) break-ins.

The possibilities of raising a Neighbourhood Watch Scheme had been considered and feedback received from a group operating locally (Radcliffe on Trent). It was considered that recruiting volunteers within Colston Bassett may be an issue, but worthwhile attempting.

RBC Cllr Combellack reported a range of success amongst other local villages, with success dependent on having a dedicated & keen leader. It was also noted that NWS format seems to have moved on, although still based on sharing information rapidly, with the parallel Farm Watch Scheme having been very successful locally

Cllr Combellack emphasised that ringing the police is equally important in helping collate, track & trace both overlapping information & incident responses. A NWS can also help reduce local Insurance premiums too.

Following discussion Council resolved to invite a potential local Volunteer NWS Co-ordinator to come along to the March Annual Parish Meeting to discuss the potential for a local NPS, potentially utilising WhatsApp. Include A Village Safety Meeting as topic for March APM

Cllr Burgin will consult with the prospective NWS Team Leader to consolidate arrangements

**g) Update on Standing Orders Review & Potential Timetable Cllr Good**

Council considered use of the standard NALC documentation to update CBPC Standing Orders. Cllr Good will lead on this updating with an aim to have a paper for consideration at the March Meeting and for potential adoption at the May APCM

**M669 Environment and Amenities (Cllr Jennings) / Clerk)**

1. St Mary’s Maintenance Project

Council noted that this had been completed successfully and congratulated the St John’s / Friends of St Mary’s Group on delivering on this project

**B) Flooding Considerations; Ditch and Gully Clearance, Maintenance and Restoration of Ponds**

The Loughborough University (LU) research project (overseen by Prof Jim Mcguirk) had highlighted the benefit and legal requirement for regular and efficient ditch clearance to help counter flood blockages. The positive outcome of this requirement has recently been exampled on Harby Lane. This Riparian Landowner responsibility is already directly supported by NCC communications and enforcement if so required.

The potential beneficial impact of reinstating Field Ponds was one element highlighted in the LU Report. Cropwell Butler already looking at a Govt-funded project to build attenuation ponds to address their flooding issues. A similar grant-funded approach could perhaps also be utilised for Colston Bassett if there are specific areas where ponds would prove beneficial, if do discussions with the local Flood Response Team might open access via Central Govt funding for re0introducing specific local ponds to help reduce flood-risks.

Prof Mcguirk had also previously raised that the discharge valve-system into the River Smite closes off at c1.6m making it largely unfit-for-purpose, as this closure directly and repeatedly results in the flooding of the Bunison Lane / Church Gate junction and thus road closures

Prof Mcguirk to be invited to present and discuss this project with Council asap, hopefully including a map of historical ponds that might be advantageous to restore to help slow land-water run off, and any potential drainage-valve solutions / improvements to assist continual discharge regardless of the height of the Smite.

*(Clerks Note: Prof Mcguirk will attend the May meeting)*

1. Lengthsmans Scheme update Cllr Jennings

Cllr Jennings informed Council that a village walk round had completed & a list of potential tasks compiled

Cllr Jennings will give further feedback on what has been done to date & agreed pending jobs.it was agreed to continue the Scheme for 2024-5, with jobs ahead of nesting season still worth considering for completion asap.

**M670 Local Representatives updates**

a) Rushcliffe Borough Council **RBC Cllr Tina Combellack**

i) RCAN (Governance) Forum Friday 22nd March 0930-1230 @ Rushcliffe Arena

Cllr Combellack was pleased to see this item listed and that Cllrs had already signed up to attend

b) **Nottinghamshire County Council NCC Cllr Neil Clarke**

i) Speedwatch scheme funding. Cllr Clarke was thanked by Council for his support of this scheme. Cllr Burgin ordering required materials and overseeing scheme delivery. *Clerk to liaise with Cllr Clarke*

Langar PC SRS volunteers are trained so can train CBSRS volunteers, but likely that this will be led by Notts Police who are happy to assist / lead.

Speed Indicators: To date no cost-effective solutions found and message boards too expensive. Enquiries ongoing.

(Interactive speed signs as near Cropwelll ”Lime Kiln” cost c£9,300 per unit and may not meet criteria for NCC supported installation; Cropwell had to pay for theirs . Costs include trenching for electric supply & ongoing maintenance agreements

Clllr Burgin will look at feasibility and then see what funding sources might be available. More modest signs are available at £2,500 but installation has to be totally compliant with NCC Highways requirements & regulations

ii) New Items

Cllr Clarke informed Council that a 4.8% rise in NCC Council Tax is being proposed. This will offer a Balanced Budget for at least the next two years. The new Mayoral Authority has a separate budget, but concern was noted that Bus Services may be an issue / under threat as Nottingham City Council are likely to have to cut many services to meet their legal budgetary responsibilities. It is likely Bus Provision will move to the Mayoral portfolio.

**c) Nottinghamshire Police PC Saskia Mills / Kelly Carlisle:**

No updates but invite to APM with regard to CBNWS

**M671 Planning**  Cllr Stanford

* TO NOTE: Recent Applications: (as only TO NOTE there is no requirement for any Cllr to withdraw)

23/02126/FUL The Barn, School Lane Widen gateway, replace gate RBC Approved

23/02252/RELDEM Linden Lea, School Lane Lower Part of Existing Front wall RBC APPROVED

23/02135/FUL Linden Lea, School Lane Lower Front Wall & new outbuildings RBC APPROVED

**New Application** detail not yet received; Sunset Cottage on Church Gate .

Council noted that on the RBC site it was difficult to see what most recent changes / revisions actually are.

Clerk to approach RBC for information and clarity on footprint with regard to CBNP Limits to Development, with RBC Planning asked to confirm that footprint revisions meet limitations appropriately.

Clerk to liaise with applicant and Cllrs to establish assessment process of application.

**M672 Finance** **Cllr Burgin / Responsible Financial Officer)**

1. Council Noted that the 2024-25 Precept Submission has been made for £11,200 to RBC, expected April 2024

B) Council NOTED Sums incoming/paid and APPROVED those falling due for repayment

i) Clerks Outstanding Salary Backpay and Differentials & Clerk's Expenses (Oct-Jan, 4 months)

CA+ Notified Salary £1544.23 S/O payments made £1200 SALARY DIFFERENTIAL DUE  **£366.23**

Expenses RBC Wreath £30 Printer supplies £30.50 Laptop Repair £tbc MSoft Exchange £39.60  **£99.10**

ii) HMRC PAYE (Oct-Jan 4 months): Balance due Oct 23-Jan 24 inclusive **£386 (as advised by CA+)**

iii) Councilor's Reimbursements a) Christmas support packages *to Cllr Burgin*

b) SpeedWatch and associated materials reimbursement *to Cllr Burgin*

iv) Lengthsmans Balance and Reclaim 2023’4 Grant due £960 **£640 of grant available to year-end**

v) VAT Reclaim (Pending) **Clerk to action**

f) Internal Auditor 2023-4 Honoraria **£150** payable to Mr Mike Garrett (Cllr Burgin)

g) CA+ Payroll costs increase noted S/O adjustment made with UTB (Cllr Burgin)

**M673 Parishioners and Councilors Urgent Considerations**

**A Croquet and Cricket Club Pavilion** *Councillor Jennings*

Councillor Jennings reported that The Pavilion is generally in a very poor state of repair, including a leaking roof, so the clubs looking to renovate & maintain. The building is used by the Colston Bassett Croquet and cricket clubs and by other local village Cricket Clubs. Council were asked to support continuation of cricket in the village.

Council keen to support but investment by any party (Council or Grant Funders) reliant on long term security of any investment. It was suggested that the Clubs approach the Trust / Landowner to discuss a longer, ongoing lease that would allow the Clubs to apply for Grant funding and other support: that support will not be available under the current annual-only renewal basis. Other options appear limited to continuing “as are” with very limited patching-up & deterioration.

**B) Conservation Area Review**

Cllrs Stamford and Good to progress alongside Mrs Josie Mcguirk (CBNP Project lead on former Chair CBPC)

Cllr Stanford to liaise with Andrew Langley (Project Manager at RBC)*.*

**c) Defibrillator: refurbishment of phone box.**

Mr Rob Wall had previously been appointed to undertake a range of agreed work including this item. Work will be commenced as soon as an extended weather window allows.

Cllr Good will assist by contacting the RBC Conservation Officer for information on guidance or requirements for this work.

It was also reported to Council that the Dairy have also now got a Defibrillator (this information to be confirmed).

**M674 2024 Meeting dates***:* Council noted the following arrangements

***18 March Annual Parish Meeting followed by Ordinary Parish Council Meeting***

***13 May Annual Parish Council Meeting (including Election of Officers)***

***ALL DATES FOLLOWING THE MAY ANNUAL PARISH COUNCIL MEETING ARE TBC BY COUNCIIL WITH NEW CLERK***

**There being no further business The Chair closed the meeting with thanks to all at 2100 hrs**

***Signed Date / / .***

***FOR INFORMATION***

***THE ANNUAL PARISH MEETING IS AN OPEN FORUM MEETING. THE CBPC CHAIR ACTS AS CONVENER AND CHAIR OF THIS MEETING, AT WHICH ANY PARISHIONER MAY RAISE ANY TOPIC OF INTEREST OR CONCERN; IT IS NOT A PARISH COUNCIL MEETING SO ALL PARISHIONERS ARE ENTITLED TO ATTEND AND SPEAK.***

***VILLAGE SAFETY AND FLOODING WILL FEATURE IN 2024. PLEASE CONTACT THE CLERK TO INCLUDE SNY OTHER ITEMS ON THE 2024 ANNUAL PARISH MEETING AGENDA***

***ITEMS DISCUSSED AT THE ANNUAL PARISH MEETING MAY BE REFERRED TO THE MAY COUNCIL MEETING FOR CONSIDERATION OR DECISION. THE ANNUAL PARISH MEETING WILL BE FOLLOWED BY THE SCHEDULED MARCH PARISH COUNCIL MEETING WHICH WILL BE HELD UNDER THE STANDARD PARISH COUNCIL MEETING PROTOCOLS***

**THE ANNUAL PARISH COUNCIL MEETING IN MAY INCLUDES ELECTION OF THE 2024-25 COUNCIL OFFICERS AND THE REVIEW OF THE ANNUAL AUDIT IF COMPLETED AT THAT POINT IN TIME. THIS MEETING IS HELD UNDER STANDARD PARISH COUNCIL REGULATIONS AND PROCEDURES.**

**PARISHIONERS ARE WELCOME, BUT PUBLIC SPEAKING RIGHTS ARE RESTRICTED TO USUAL COUNCIL CONVENTIONS.**

***Nige Mayglothling***

***Clerk to Colston Bassett Parish Council***