**MISTERTON PARISH COUNCIL**

**Minutes of the Annual Meeting of Misterton Parish Council held remotely on 14th April 2021 via Zoom.**

**Present:** Cllrs: P. Marsden (Chairman), A. Stead, S. Taylor, H. Brand, T. Allen, A. Myers,

I. Keat, N. Jaggard-Smith. G. Collett, T. Wing, D. Pearce

Mrs. A. Harrison, Clerk to the Council.

**21/21/001** To Appoint a Chairman for the Ensuing Year

**Resolved:** That Cllr P Marsden be appointed Chairman for the ensuing year.

**21/22/002** Declaration of Acceptance of Office by the Chairman

The Chairman signed the Declaration of Acceptance of Office.

**21/22/003** Receive Apologies and Approve Reasons for Absence

B Cooper (unable to access), M Scott (family commitment), D Pearce (late arrival anticipated – work commitment)

**Resolved:** That the reasons for absence be approved.

**21/22/004** Receive Declarations of Interest (other than standing interests) – None.

**21/22/005** To Appoint a Vice-Chairman for the Ensuing Year

Cllr D Pearce nominated & Cllr Wing nominated and seconded.

**Resolved** That Cllr Tony Wing be appointed Vice-Chairman for the ensuing year.

**21/22/006** Approval of the Minutes of the Strategic Review Committee dated 10th March 2021.

**Resolved:** That the minutes of the Strategic Review Committee meeting of the 10th March be approved as a true and accurate record.

**21/22/007** Approval of the Minutes –Council Meeting of the 10th March 2021

**Resolved:** That the minutes of the Council meeting of the10th March be approved as a true and accurate record.

**21/22/008** Approval of the Minutes of the Strategic Review Committee dated 24th March 2021.

**Resolved:** That the minutes of the Strategic Review Committee meeting of the 24th March be approved as a true and accurate record.

**Resolved:** That the redundancy payment of the burial clerk be approved (sum provided).

**21/22/009** Matters Arising from the Minutes

20/21/170 Jubilee Gardens – Repair to the crown still to be actioned.

20/21/171 Grovewood Road Seat –Delivery still awaited but expected within the next week.

20/21/178 Church Meadow - Noted hedge removed. Clerk to investigate ownership.

20/21/165 Matters Arising (Litter bins). Response from BDC had confirmed that the Haxey Road & flood wall bin locations were approved although the District Council may reinstate the flood wall bin (to be confirmed). The siting of a bin on Soss Lane would be considered this week following a site visit. Gravelholes Lane location to be chased.

20/21/176 Milton Lodge - Noted part of the building had now been set alight and was in an unsafe condition. Cllr Brand to report to BDC and seek contact with the family.

20/21/171 County Councillor Report. Saddlery meeting still awaited. Clerk to chase together with gritting data.

**21/22/010** Public Discussion Period

No public in attendance

**21/22/011** Financial Matters

1. Receive Budget Monitoring –Year End March 2021

**Resolved:** That the budget monitoring be received.

1. Approve Accounts to May 2021

**Resolved**: That the accounts to May be approved.

(Training fee to be debited from the cemetery account)

Also noted arrangements to be agreed for recharging of staffing costs for the burial work being undertaken by the Clerk to the Council from the cemetery account.

**21/22/012** Approve Annual Accounts to Year End 31st March 2021.

**Resolved** That the annual accounts to 31st March 2021 be approved.

**21/22/013** Approve AGAR S1 Governance Statement for Year End 31st March 2021.

**Resolved:** That AGAR S1 Governance Statement be approved

**21/22/014** Approve AGAR S2 Accounting Statement for Year End 31st March 2021.

**Resolved:** That AGAR S2 Accounting Statements be approved.

Members further received the internal audit report (S3)

**21/22/015** Appointment of Representatives on Committees, Other bodies etc

(a) Election of Committees etc

Strategic Review - Cllrs A. Stead, B. Cooper, I. Keat, S. Taylor, Marsden, Pearce (Chair/Vice ex officio)

Urgent Business Powers - PC Chairman, Vice Chairman and Clerk.

Burial Committee - Cllr A. Stead, S. Taylor, P. Marsden

(b) Working Groups

Newsletter working group - Cllr A. Stead, H. Brand, N Jaggard-Smith

Events Working Group- Cllrs Jaggard-Smith, Myers, Marsden, Brand, S Taylor

Neighbourhood Plan Steering Group - Cllrs H. Brand, I. Keat,

Emergency Plan – Cllrs A. Myers, T Allen, D. Pearce (Updated 2021)

Capital Projects Working Group – Cllrs Cooper. Marsden, Myers. Pearce

Library Working Group -Cllrs Brand, D Pearce I. Keat

Green Working Group - Cllrs H Brand, M. Scott, T Wing, G Collett (Appointed 2020)

Sports field Working Group – Cllrs T Allen, a Stead, P Marsden (Appointed 2020)

(c) Representatives on other bodies

NEBF- Cllr Pearce

Parish Forum - H Brand (as District Councillor)

IGas Liaison Group - Cllr P. Marsden, D. Pearce

Speedwatch - Cllrs B. Cooper, I. Keat, D. Pearce

Police (priorities setting meeting) – Hazel Brand (when available)

Standering Charity- N. Jaggard-Smith, H. Brand, I. Keat,

Charles Cooper Trust- I. Keat.T. Wing

**21/22/016** Police

Members received the police report for April with 2 incidents reported.

**21/22/017** District Councillor Report

Matters reported including:

* Planning application refusal for Deans Close noted
* Swallow Court upgrading expected in 2026/27
* Covid testing kits available for families with schoolchildren.
* Youth Mayor appointed
* Surgeries after 21st June

**21/22/018** County Councillor Report

Cllr Taylor gave her apologies but had forwarded an annual report for members to consider.

(Arrival of Cllr Dave Pearce)

**21/22/019** Church Meadow/Sports Field /Windmill & Jubilee Gardens including consider signage strategy; sports field remedial works behind the pavilion and broadband costs(CCTV)

Members discussed the sports field signage to rationalise the amount currently on site. Repairs to the rear of the pavilion (groundworks) to be considered when the pavilion refurbishment was undertaken.

Members also noted the current problems with installing a CCTV camera at the sports field due to the lack of wi-fi provision. Costs of a dedicated wi-fi at the ground was considered but members were reluctant to continue with installation at the ground if there were ongoing wi-fi costs.

**21/22/020** Annual Insurance including long-term options.

**Resolved:** Members approved a long-term agreement with Zurich Municipal for 5 years.

**21/22/021** Queens Platinum Jubilee (planning ideas)

Members noted a national tree planting campaign – “The Queen’s Green Canopy” created to mark the Queen’s Platinum Jubilee in 2022. The Events Working Group to look at options and revert to the full council in due course..

**21/22/022** Community Litter Picking Scheme

Noted there appeared to be interest in the village supporting a litter picking scheme. It was agreed a Council led initiative would be promoted on social media to see if there was sufficient local interest for such a scheme to be set up.

**21/22/023** Citizen of the Year Awards – consider nominations.

**Resolved**: That the Junior Citizen of the Year be awarded to the agreed candidate

**Resolved:** That the Senior Citizen of the Year be awarded to the agreed candidate including a 1st reserve if required

(Details to remain confidential until winners informed).

**21/22/024** Library – Update

The library had now re-opened and work had commenced to the outbuildings by Notts County Council. The Clerk had obtained confirmation that the buildings, once repaired, could be used by the Parish Council for storage**.**

**21/22/024** Items for Future Agenda & agree next meeting date including venue.

* Speeding
* Soss Lane leisure use/parking /ASB

Members agreed to defer the next meeting until restrictions allowed use of the Church Room (capacity limited at present) without concern by members around the lack of social distancing in such a confined space. The next meeting was therefore scheduled for September with the Clerk to continue to take decisions under delegated powers as necessary with general discussion with members as required.

(The Clerk to respond to the governments call for evidence to support the option of remote meetings)

**21/22/025** Neighbourhood Plan Review

Members received the Neighbourhood Plan Review report including recommendations.

**Resolved:** That the Neighbourhood Plan Steering group be invited to liaise with the planning department to review/update the plan in respect of the windfall policy and housing mix limit.

(Additional members to the steering group could be appointed by the group if interest was shown by residents).

**21/22/026** Planning Applications

**20/00510/HSE** 14 High Street

Erect Single Storey Detached Garage

***No adverse comment***

For information purposes:

**21/00444/COU** (Victoria Institute) 2 Wharf Road Partial Demolition and Change of Use of Former Community Building to Provide a Single Storey Two Bedroom Dwelling

*(Clerk submitted comments under delegated powers supporting application subject to clarification regarding block plan)*

**21/00270/HSE** Oak House 117A Station Road

Erect Open Framed Car Port

(*Clerk submitted comments under delegated powers- no adverse comment)*

**21/00304/FUL** Land at Cornley Farm, Cornley Road.

Siting of a Cabin for Holiday Accommodation

(*Clerk submitted comments under delegated powers supporting the rural diversification noted in this application but acknowledging highway comments which we would like to see overcome if possible)*

**21/00386/LBA** 7 Gringley Road.

Refurbishment of Dwelling Including Internal and External Alterations

*(Clerk submitted comments under delegated powers-* *Concerns regarding heritage aspects in support of Historic England comments for the conservation officer to address)*

**21/00385/LBA** & **21/00384/FUL** 7 Gringley Road.

Demolition of Barn and Outbuildings & Erect Detached Dwelling Including New Garage & Alterations to Access

*(Clerk submitted comments under delegated powers- Concerns regarding heritage aspects in support of Historic England comments for the conservation officer to address))*

**21/00341/HSE** 2 Pinfold Lane. Carry Out External Alterations and Erect Single Storey Side Extension to Existing Detached Double Garage

*(Clerk submitted comments under delegated powers- Object re design &* negative impact on *the amenity of neighbouring properties parking etc)*

**20/00766/FUL** Grove House Farm 27 Grovewood Road

Change of Use of a Barn for Community Use Activities and Proposal for Additional Parking (Resubmission of P.A. 19/00767/COU)

*(Clerk submitted comments under delegated powers- No adverse comment)*

Noted the problems experienced by the District Council due to the complexity of enforcement including recruitment of suitable officers.

**21/22/027** Planning Determinations

**21/00035/HSE** 10 Church Street. Single storey side extension***.- Granted.***

**20/01712/LBA** 103 Station Street. Replace 4 Yorkshire Sash Windows on South Elevation with Slimline Double-Glazed Units with Wooden Frames- ***Granted***

**20/00177/HSE** 12 High Street. Demolition of Existing Garage and Erection of Replacement Double Garage- ***Granted.***

***20/01353/LBA*** 27 High Street. Replacement of Existing 1980's Single Glazed, Wooden Sash Windows with New Wooden Sash Windows with Slimline Double Glazing and Sash Removal System. -***Granted***

**21/00100/HSE**The Lodge 25 Old Haxey Road. Rear Ground Floor Extension, Replacement of Existing Conservatory with Sunroom and Replacement of Side Extension (Resubmission of P.A. 20/01298/HSE)- ***Granted***

**21/00319/LBA** The Ceders 10 Haxey Road. Retain Replacement Front and Side Doors, Retain Front Boundary Wall, Replace First Floor Windows to Front Elevation and Remove Porch- ***Granted***

There being no other business the meeting was closed at 9.15pm

Signed …………………………………………………. Dated……………………………..

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| **PAYEE** | **ACCOUNT** | **TOTAL** |
| P Clay | Sports field repairs | 80.00 |
| Langley Holdings PLC | Sports field rent 2019-21 | 3.00 |
| VIA | Annual School Patrol | 762.31 |
| North Notts Landscapes | Grass cutting contract - March | 314.40 |
| N Palmer | Reimburse post/padlock | 19.00 |
| Nottinghamshire County Council | TMC&L Cleaning | 159.84 |
| J A Greenfield | Miscellaneous grass cutting & gate clearance | 410.00 |
| County Supplies | Stationery & sprayer equipment | 75.56 |
| British Gas | Jubilee garden electricity | 7.29 |
| Daisy Communications | Phone/broadband | 24.96 |
| Various | Salaries April | 2573.94 |
| HMRC | NICS and Income Tax | 437.86 |
| Notts CC Pension Account | Employee/employer pension contributions | 838.54 |
| EON | Sports field electricity | 19.33 |
| Nottinghamshire County Council | TMC&L Cleaning | 159.84 |
| A Harrison | Quarterly allowance | 120.00 |
| Lyreco (UK) Ltd | Stationery | 47.24 |
| British Gas | Jubilee garden electricity | 8.99 |
| Various | Salaries May | 2573.74 |
| HMRC | NICS and Income Tax | 438.06 |
| Notts CC Pension Account | Employee/employer pension contributions | 838.54 |
| **TOTAL** |  | **9,912.44** |

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| **CEMETERY PAYEE** | **ACCOUNT** | **TOTAL** |
| BDC | Waste contract Apr-Sept | 324.48 |
| Various | Salaries April | 634.34 |
| HMRC | Tax & NICs April | 0.80 |
| Stuart Moody | Expenses - aggregate/petrol | 64.00 |
| Notts ALC | Training fee - cemetery management | 35.00 |
| Various | Salaries May | 634.34 |
| HMRC | Tax & NICs May | 0.80 |
| **TOTAL** |  | **1,733.76** |