**MISTERTON PARISH COUNCIL**

**Minutes of the Meeting of Misterton Parish Council held at The Granary Room, Grove House Stables, Grovewood Road on 14th March 2023.**

**Present:** Cllrs: T. Wing, P. Marsden, S. Taylor, A. Myers, G. Collett, A. Stead, I. Keat.

N Jaggard-Smith, B. Cooper

Mrs. A. Harrison –Clerk to the Council.

3 members of the public.

**22/23/116** Apologies and Approve Reasons for Absence

M Scott (away), T. Allen (unwell), H Brand (BDC Cabinet commitment)

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

**22/23/117** Receive Declarations of Interest (other than standing interests)

Item 24 Nikki Jaggard-Smith Non-pecuniary. Planning application 23/00247/FUL as a user of the facility.

Item 10 Peter Marsden Non- pecuniary as a member of the River Stewardship Company’s board.

**22/23/118** Approval of the Minutes –Council Meeting of the 10th January 2023

**Resolved:** That the minutes of the Council meeting of the 10th January be approved as a true and accurate record.

**22/23/119** Matters Arising from the Minutes

22/23/95 Matters Arising – 22/23/073 Haxey Road signage. Noted the officer dealing with this matter had now left the County Council so a new officer was in post who the Clerk would now liaise with.

22/23/105b) Church Meadow CCTV tree works. Local contractor now instructed.

22/23/109 Flooding issues – Hippo pump update (Electric socket to be installed to enable testing). If feasible members would need to decide in due course how this would be used/operated on site.

**22/23/120** Public Discussion Period

Item 10a Request for the purchase of a small piece of land near Church Meadow

Item 21 Staffing – Interest in the groundsman role.

**22/23/121** Financial Matters

1. Approve Bank Reconciliation –31st January 2023

**Resolved:** That the bank reconciliation be approved.

1. Receive Budget Monitoring – January 2023

**Resolved:** That the budget monitoring be received. Noted and agreed items which were over budget (although the total annual expenditure was within budget).

1. Approve Accounts February to March 2023

**Resolved**: That the accounts for February-March 2023 be approved.

1. Review and approve updated Financial Regulations and Standing Orders

**Resolved:** That the updated Financial Regulations & Standing Orders be approved.

**22/23/122** Police

Member received the crime stats provided by Nottinghamshire Police.

**22/23/****123** District Councillor Report

DEFERRED – Report to be circulated in due course.

**22/23/124** County Councillor Report

* Budget setting complete in February, Council Tax increase of 4.8% (2% social care element and 2.84% precept).
* Councillor discretionary grant reduced (from £5000 -£3000).
* Devolution deal progressing.
* STEP at West Burton update. Apprenticeship schemes commenced and recruitment underway. No planning application at this stage or strategic plan.
* Highways budget agreed but no notable projects for Misterton.

**22/23/125** Church Meadow/Sports Field/Windmill Gardens

1. Consider request for purchase of a strip of land at Church Meadow.

**Resolved**: Members agreed to accept the request. However, the Clerk to investigate any restrictions on use of the land which was currently designated green space, prior to a valuation report being obtained (the resident to fund any survey).

1. Consider CCTV upgrade costs (Update re: tree pruning costs).

Noted the Clerk had now instructed a local tree surgeon to prune the tree on Church Meadow and remove the self-sets on Windmill Gardens (the latter under delegated powers).

**Resolved**: That footage for the recent bollard damage on Church Meadow to be reviewed and if no coverage was available members would review alternative CCTV arrangements prior to deciding further upgrade costs.

1. Consider proposal by Wiseton Cricket Club re: cricket ground use.

The Clerk advised of the proposal from Wiseton Cricket Club who would like to use the ground for friendlies and possibly one-off voluntary events and practice sessions with a view to fielding a local team again in the medium term. In the meantime, the clubs groundsman would maintain the current cricket square and mark out the pitch as required. It was also noted that Misterton Cricket club had kindly agreed that the Council could retain the equipment on site (other than one roller which was owned by a private individual).

**Resolved:** That the proposal by Wiseton Cricket Club to use the ground as noted above was approved.

1. Approve sports field grass cutting fees for 2023

**Resolved:** That the fees for 2023 be approved. Noted below inflation increase. Re - tendering to possibly be considered next year.

1. Approve Tree Survey costs.

**Resolved:** That the tree survey costs be approved, subject to the areas covered including the cemetery.

1. Consider actions re: Sports field lease.

**Resolved**: That the Clerk contact the landlord to ask for the freehold on behalf of the Parish Council, to protect the site for the village with the lease to expire in 2029.

1. Windmill Garden - Memorial tree

**Resolved**: The Clerk to arrange for the tree to be relocated, subject to the tree company confirming it could do so without risk to the health of the tree.

**22/23/126** Highways

No matters raised.

**22/23/127** Green Report

Update provided by the Clerk with food waste tips leaflet being considered for distribution to residents and feedback from the Clerk who was due to attend a Carbon Literacy webinar.

**22/23/128** TMC & Library- – Consider charity correspondence address for Goodwin Charity & Misterton Community Trust

**Resolved:** That the Misterton Centre & Library be used as the correspondence address for the Goodwin Charity and Misterton Community Trust with limited files being retained in the Parish Office. (MAP and Coopers Trust) also to have space available if required.

**22/23/129** ‘Spring Clean’ - Consider & approve arrangements including date.

**Resolved**: That a ‘litter pick/tidy up’ be arranged for Saturday 29th April commencing at 10am from the War Memorial with refreshments thereafter at the Red Hart

Members to advise of any areas that could be tidied as part of the day’s activities which could then be fed back to Cllr Stead.

**22/23/130** Coronation Event – Update including approve arrangements

**Resolved:** Bar facility, posh picnic, hog roast, children’s entertainer, live band toilet provision approved subject to the approved budget.

**Resolved:** That commemorative mugs be purchased for the primary school children up to a budget of £750.00

**22/23/131** Events Working Group – Consider constitution/delegation to the Clerk

**Resolved:** That should there be a contested election, with Councillors not in place over the coronation weekend, all decisions regarding the planned coronation event to be delegated to the Clerk.

**22/23/132** Members agreed to move Item 21 forward

**22/23/133** Staffing - Consider groundsman replacement/role and agree retirement gift.

Members discussed the job description including the tasks they would like the role to include and a person specification where the use of initiative was key. The approximate weekly hours (10) and pay scale (National Living Wage) also discussed.

**Resolved:** That under delegated powers the Clerk to draft a job description and person specification for the role. That the number of hours to be approximately 10 hours per week and the pay scale to be set at the national living wage. The role to include play park inspections, health and safety matters at the Pavilion including some cleaning as required, putting out sports field waste bins, litter picking, smaller ‘lengthsman’ type jobs such as sign cleaning or cutting back overhanging foliage on the highway, weeding of Council owned land (Church Meadow, Sports field and Jubilee Garden borders) but not larger ‘lengthsman’ tasks such as large hedge cutting where equipment and training would be required. This to remain with a gardening contractor. The role to be offered internally initially to existing staff and any interview and appointment to be dealt with by the Clerk under delegated powers.

**Resolved**: That a National Garden Centre gift voucher be purchased as a retirement gift for the recently retired groundsman.

**22/23/134** Review Five Year Plan

Updated five-year plan had been circulated but further discussion to be deferred until the next meeting, post-election.

**22/23/135** Approve Salvation Army Donation (Christmas Event 2022)

**Resolved:** That a donation of £250 be approved for the Salvation Army in gratitude for their attendance at the Christmas lights switch-on event

**22/23/136** Consider Junior Football Club Grant Request

**Resolved:** That a donation in the sum of £250.00 be approved with the Council to fund some topsoil and grass seed for distribution by the club to fill defects on the pitch.

It was noted that the new officials of the club were now fielding two junior league teams which required team kits and were also cleaning the pavilion after use.

**22/23/137** Election May 2023

Existing members were thanked for their support over the last term of office by the Clerk with members advised that hard copies of nomination packs could be provided as required (electronic copied having already been distributed).

**22/23/138** Newsletter - Call for Copy

13th April copy deadline, 22nd April print deadline with members to forward of any ideas to the working group.

**22/23/138** Items for Future Agenda

CCTV

Litter bin - old school field & cemetery

Village Hall working group/report.

5 year plan.

**22/23/139** Planning Applications

**23/00201/CAT** Land Adjacent to and East of Bridge House, Stockwith Road

Works to trees in a Conservation Area consisting of fell one Lawsons Cypress Tree.

**23/00205/HSE** 5 Colton Street. Double Timber Garage to Rear

**23/00191/HSE** The Cedars 10 Haxey Road

Erection of Timber Framed Stables and Storage

**23/00247/FUL** Fountain Hill Farm Gringley Road Misterton

Retrospective Application for a Car Park for Cars & Secure Parking for Horse Boxes

**23/00262/COU** Misterton Holiday Park, Haxey Road

Change of Use of Part of Caravan Touring Site for the Siting of 9 Holiday Park Homes

**Resolved:***Concerns to be raised regarding the impact on existing village infrastructure and expansion of anther caravan site.*

**23/00236/FUL** Land Adjacent to Rooks Lane

Proposed Single New Dwelling (Re-Submission of 22/00933/FUL)

**Resolved:***Previous comments to be reiterated – noting the overdevelopment of the site and the proposal being out of keeping/building line of adjacent properties.*

**22/23/140** Planning Determinations.

None noted.

There being no other business the meeting was closed at 9.45pm

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

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| **FEBUARY PAYEE** | **ACCOUNT** |  | **TOTAL** |
| EON | Sports field electricity | DD | 237.80 |
| Green Mile Trees | Supplemental Tree costs | BACS | 216.00 |
| VIA | School Crossing Patrol | BACS | 874.67 |
| Kingfisher Print | PC newsletter print fees | BACS | 156.00 |
| Burton & Dyson | Annual Storage - Legal documents | DD | 15.00 |
| Nottinghamshire County Council | TMC cleaning | BACS | 167.11 |
| H Jackson | Newsletter delivery fees | BACS | 50.00 |
| A Richards | Newsletter delivery fees | BACS | 50.00 |
| A Harrison | Quarterly allowance | BACS | 150.00 |
| A Harrison | Reimburse Groundsman float | BACS | 25.75 |
| Steve Fotheringham | Replacement bin and seat repairs | BACS | 596.92 |
| BT Services Ltd | Broadband/phones (Jan & Feb) | DD | 93.32 |
| Information Commissioner | Data protection fee | DD | 35.00 |
| Jalapeno Business services | Microsoft 365 set up/migration/support | DD | 393.60 |
| EON | Sports field electricity | DD` | 100.33 |
| EON | Jubilee Garden electricity | DD | 26.21 |
| A Harrison | Reimburse expenses- land registry fees | BACS | 9.00 |
| Various | Salaries Feb | BACS | 3067.29 |
| HMRC | NICS and Income Tax | BACS | 509.72 |
| Notts CC Pension Account | Employee/employer pension contributions | BACS | 934.14 |
| **TOTAL** |  |  | **7,707.86** |

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| **Cemetery PAYEES** | **ACCOUNT** | **TOTAL** |
| Holmes Groundcare Ltd | Cemetery - grass cutting | 150.00 |
| Various | Salary - Feb | 92.67 |
| **TOTAL** |  | **242.67** |

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| **MARCH PAYEES** | **ACCOUNT** |  | **TOTAL** |
| D Endicott | Coronation event - entertainer (deposit) | BACS | 70.00 |
| Nottinghamshire County Council | TMC cleaning | BACS | 167.11 |
| LexisNexis | Arnold Baker 13th Edition | BACS | 131.99 |
| PCC | Annual Advertising | BACS | 185.00 |
| G Collett | Reimburse daffodil bulbs | BACS | 53.91 |
| Jalapeno Business services | Monthly email subscription 365 | DD | 85.08 |
| BT Services Ltd | Broadband | DD | 42.14 |
| EON | Jubilee Garden electricity | DD | 23.66 |
| EON | Sports field electricity | DD | 100.67 |
| Various | Salaries March | BACS | 2905.51 |
| HMRC | NICS and Income Tax | BACS | 449.92 |
| Notts CC Pension Account | pension contributions | BACS | 934.14 |
| **TOTAL** |  |  | **5,149.13** |

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| **CEMETERY PAYEES** | **ACCOUNT** | **TOTAL** |
| Altico | Dove grey limestone chippings | 1296.00 |
| Various | Salary - March | 92.87 |
| MPCouncil | (Transfer annual clerk contribution) | 1200.00 |
| **TOTAL** |  | **2,588.87** |