

NORMANTON ON TRENT WITH MARNHAM PARISH COUNCIL

Minutes of the Annual General Meeting

Tuesday 16th May 2023, 7.15pm, Low Marnham Church Room

Present:

Councillors:

P Whitby (Chair)	J Clayton
P Simpson	J Spink
D Hope	A Winfrow
A Fox	

Clerk:

R Jeffries

Representatives

Mr A Collins & Mr R Laxton– JG Pears
D/Cllr Mrs E Griffin

Members of the Public:

Mrs D Wardell, Mr P Birks

36/23 Apologies for Absence

Apologies for absence were received from Cllrs Nolleth, Parker, and Bentley.

Action

37/23 Election of Office

The following elections were proposed and agreed:

Chair: Mr P Whitby (proposed by Cllr Spink, seconded by Cllr Winfrow)

Vice Chair: Mr A Winfrow (proposed by Cllr Simpson, seconded by Cllr Spink)

Cllr Hope resigned as Vice Chair but confirmed that he wished to retain the position of Parish Councillor. He was thanked for his service as Vice Chair.

38/23 Declaration Acceptance of Office

The Councillors present signed their Acceptance of Office Forms. The remaining forms will be signed at the July meeting.

39/23 Update from JG Pears

Mr Laxton had provided an update in advance of the meeting which is published on the Parish Council website.

- Plans are slowly progressing for the sustrans car park. Mr Collins said he would confirm ownership of the proposed land.
- A Hazardous Substance Planning Application has been submitted for the proposed Hydrogen Plant. Mr Collins confirmed that there is no risk to the public regarding the proposed plant and that strict control measures will be in place. A public consultation event will be held in Low Marnham on Monday 5th June 3-7pm in Low Marnham Church Room.

40/23 Meeting closed for public open session of five minutes

Mrs Wardell queried the accuracy of the March meeting minutes as the Parish Council had agreed to fund the grass mowing at St Wilfrid's Churchyard for 2023/24 year. However, in further email correspondence after the meeting, the Parish Council agreed that this would be in contravention of Notts ACL guidance and that further financial support could not be offered to St Wilfrid's. The PC acknowledged that it had already committed to paying the remaining invoice from 2022/23 and that it would do so. The Clerk was actioned with writing to Mrs Wardell to advise of this decision. The chair asked Mr Collins if he could assist with maintaining the churchyard at Low Marnham, he had no problem in principle but raised concerns regarding possible damage to head stones etc.

RJ

D/Cllr Griffin introduced herself and spoke about her role as Chair of the Tuxford Community Events Group and the work that it does in fundraising in order to help local charities and organisations. She advised that it may be the perfect solution to seek funding for the grass mowing at St Wifrid's Church yard. Mrs Griffin, Mrs Wardell, and Cllrs Winfrow and Whitby agreed to discuss further.

**EG/DW
AF/PW**

The chair agreed to inform / discuss with Mr Collins the proposal that D/Cllr Griffin had proposed

41/23 Matters arising from the public open session

Resolved.

42/23 Minutes of the previous meeting held on Tuesday 21st March 2023

The minutes were approved – proposed by Cllr Simpson, seconded by Cllr Winfrow.

43/23 Matters to report from the Minutes of meeting held on Tuesday 21st March 2023

- Village Hall Plaque – Nothing to report
- South Street Noticeboard – D/Cllr Griffin agreed to liaise with C/Cllr Ogle.
- Normanton Scout Group – Cllrs Whitby and Nolleth to discuss.

44/23 Village Playground Proposal

In her absence, Cllr Nolleth provided an update prior to the meeting. She reported that the lawyers are making slow progress and John Machin had agreed to draw up an agreement in order that the playground is able to progress. She has booked a place on the Notts ALC Playground Safety Course.

45/23 Financial Matters

2022/23 Annual Governance and Accounting Return

The Clerk presented the Annual Report to the Council. She confirmed that the Report had been audited and signed off by the Internal Auditor, Mr Harness. The Council approved the Return, proposed by Cllr Winfrow, seconded by Cllr Fox and the Clerk undertook to submit the Return to the External Auditor, PKF Littlejohn, and to publish it on the PC website. The Council thanked Mr Harness for conducting the Internal Audit.

Balance of Accounts and Approval of Payments for May 2023

The transactions below were approved by the Parish Council, proposed by Cllr Spink, seconded by Cllr Clayton.

Opening bank balance £4781.31

NUMBER	PAYEE/CREDITOR	RECEIPTS	PAYMENTS
R1	Bassetlaw DC Precept first instalment	£3202.50	
R2	Allotment Rental 2023/24 P Whitby	£5.00	
R3	Allotment Rental 2023/24 K Georgiou (donation)	£5.00	
R4	Allotment Rental 2023/24 K Georgiou	£5.00	
R5	J Rushby – Brofts Field Rental – 2022/23 and 2023/24	£160.00	
R6	Draper Memorial (cemetery fees)	£50.00	
P1	Clerk's Salary April – May 2023		£423.94
P2	Clerk's expenses (mileage, parking, auditor gratuity)		£49.50
P3	Normanton village Hall rental – March Meeting		£15.00
P4	TFP Agricultural – Churchyard grass mowing 2022		£209.52
P5	BHIB Insurance Renewal 2023-24		£400.27
P6	Trent Valley IDB – Drainage Rates		£10.14
	TOTALS	£3427.50	£1108.37
	BALANCE TO CARRY FORWARD		£7100.44

Ringfenced funds are detailed as: £200 from the NALC Transparency Fund, £3508.38 CIL (Community Infrastructure Levy) Funding from Bassetlaw DC, £380 for Playground Donation.

Bassetlaw DC Community Infrastructure Levy (CIL) Award Agreements

The agreement was signed by a second Councillor and the Clerk will now return it to Bassetlaw DC.

Review of Insurance Cover

The Clerk reported that BHIB's renewal quote for 2023/24 is £400.27 (2022/23 premium was £375.16). The Council agreed to renew the insurance policy, proposed by Cllr Winfrow, seconded by Cllr Clayton.

46/23 Policy Reviews 2023/24

Standing Orders, Financial Regulations, Risk Assessments 2023/24

The clerk had emailed these documents for review in advance of the meeting. The documents were approved by the PC, proposed by Cllr Whitby, seconded by Cllr Winfrow.

The Clerk advised that she is reviewing the Risk Assessment document with a view to it being simplified and agreed to email a draft copy to the Chair.

RJ

47/23 Crime Update

An April/May Police update had not been provided.

48/23 Planning Matters

- 22/01071/FUL – Erection of Warehouse Building
- 23/00313/FUL – Erection of 1.8m Palisade Fence

The plans were supported by the Parish Council. Cllr Clayton queried the procedure for comments on planning applications and whether comments pertaining to an application remain with said application if it is re-submitted and allocated a revised reference number. It was confirmed after the meeting that original comments do not apply and have to be re-submitted to the amended planning application.

49/23 Highways Matters

The following Highways issues were raised:

- The Clerk was actioned with confirming with VIA EM the estimated timescale for road re-surfacing works in Grassthorpe village. RJ
- North-bound carriageway from Grassthorpe to Marnham (after the South Lane junction) has eroded and could cause vehicles to tip off the road into the verge. Cllr Spink to provide photos/location and Clerk to report to VIA EM. RJ
- A large number of HGVs still continue to traverse Grassthorpe bridge causing a risk to oncoming vehicles. The Clerk was actioned with contacting VIA EM to get road signs installed at both approaches to the bridge to advise "Caution – HGVs approaching". RJ
- Cllr Spink, on behalf of the Parish Council and local residents, thanked Tom Lee for mowing the grass verge of the High Marnham triangle as it was overgrown and causing an obstruction for drivers.
- The drainage issues at The Brownlow Arms have been reported by the Clerk to VIA EM and she will chase for a progress update. RJ

50/23 Parish Burial Ground

The Council thanked Mr Mills for his continued services in maintaining the Burial Ground.

Cllr Winfrow was thanked for his services in re-painting the cemetery shed.

51/23 Allotments

The Clerk confirmed that tenancy agreements and payments had been made for 2023/24. The Council discussed whether to increase the annual allotment rental fee to £20 per year and it was agreed, proposed by Cllr Spink, seconded by Cllr Fox. They also agreed to introduce a £5 administrative charge for new tenants.

52/23 Correspondence

There was no correspondence for consideration.

53/23 Any other Business

Mr Birks indicated that he would be interested in taking on the role of Parish Councillor should a vacancy arise. The Clerk undertook to clarify with Cllr Bentley whether she wished to resign from her Councillor position.

RJ

54/23 Business for the next meeting

- Tuxford Community Events
- South Street Noticeboard
- Acceptance of Office Forms to be signed
- Normanton Scouts Group
- Election of new Councillor

55/23 Date of next meeting

Tuesday 18th July 2023, 7pm, Low Marnham Church Room

Cllr Fox submitted her advance apologies for the meeting.

The meeting closed at 8.45pm **Signed**.....**Chairman** **Dated**.....