

KINOULTON
PARISH COUNCIL MEETING
www.kinoulton.com

Minutes of the Parish Council Meeting held in Kinoulton Village Hall on Tuesday, 20th February 2018.

Present Councillors:

Cllr. J. Cadwallader
Cllr. G. Earl
Cllr. S. Hill
Cllr. N. Oxby (Treasurer)

Visitors Cllr. R. Butler (County Councillor)
 4 Parishioners

In the Clerk's absence it was agreed Cllr Oxby would take the minutes.

Parishioner's Question Time

Four Parishioners were present and raised the matter of the mud and the condition of Hall Lane. As requested, County Councillor Butler was present and confirmed he had been made aware of the various issues relating to Hall Lane raised at the last Parish Council Meeting.

Cllr Earl advised residents that he had spoken to the landowners and other parties immediately after the last meeting. It was also confirmed that one of the parishioners present at the meeting of 16th January has contacted the parties currently farming the land.

The parishioners confirm that one of the farmers had been in contact with some of the residents to express his concern over the issue. However, it was understood that the farmer in question was only farming the land for this year for maize and was unlikely to be farming the land for a further 3 years. Residents expressed their on-going concerns over the mud on the road, the condition of the road and the use of the road by large farm vehicles.

It was understood from residents that yellow markings had been identified around various pot holes on Hall Lane, which suggested that it had been inspected by the County Council's highways inspectors.

There was a lengthy discussion between residents, councillors and County Councillor Richard Butler regarding the issues on Hall Lane and the state of roads generally. Cllr Butler took notes of the action taken by Cllr Earl, and the information provide by residents. He advised that ultimately the County Council, as the Highway Authority, was responsible for adopted highways and applying the relevant provisions of the Highways Acts. In the context of the issues on Hall Lane he requested that any information on landowners, farmers and contractors was forwarded to him so he could follow the matter up through the County Council.

Cllr Oxby set out that as Hall Lane was largely adopted highway he was not aware of any powers to restrict the size of vehicles using a road. This was also County Cllr Butlers understanding as even if a traffic regulations order is in place setting out a weight limits, there is still a right to go on those road for local access to land and property.

Cllr Butler was advised by residents that they had the contact details of highway officers at the County Council if further issues arose in the future.

The Parish Council meeting formally opened at 8.10pm.

122. APPOINTMENT OF A COUNCILLOR TO CHAIR THE MEETING.

In the absence of the Chairman and Vice Chairman it was proposed Cllr. Hill Chaired the meeting. Proposed: Cllr. Cadwallader. Seconded by Cllr.Oxby. Agreed by all.

123. APOLOGIES

Cllr. K.Freeston, Cllr.D. Bilton, Cllr. S. Roberts and Mrs Julie Holland, Clerk to the Council.

124.DECLARATION OF INTEREST BY MEMBERS

There were no declarations of interest.

125. APPROVAL OF THE MINUTES HELD IN JANUARY

The minutes of the Parish Council meeting held on the 16th January 2018, as previously circulated, were taken as read and signed by the Cllr. Hill, as Chairman of the Meeting as a true record.

126. MATTERS ARISING FROM JANUARY'S MEETING

- **Minutes number 108 Hall Lane and other areas – mud on the roads.**

Cllr. Earl advised the Council that immediately after the meeting in January he had contacted the two landowners of Hall Lane and ascertained who was farming the land in question. It was understood that one of the farmers had grown a maize crop on the fields in question and a similar agricultural activity would not be undertaken for 3 to 4 years. The other farmer had ensured that as far as possible works were undertaken during the working day to minimise issues with access and parked cars. Only one tractor had used Hall Lane at any one time. A road sweeper had been utilised to try and remove the mud but Cllr. Earl advised this was difficult due to the camber on the road.

Cllr Earl identified that all parties he had spoken to were extremely cooperative and were looking to resolve any issues. He advised that there were some potholes to Hall Lane but there were also substantial pot holes to other local roads.

County Councillor Butler repeated his earlier comments that ultimately the County Council, as the Highway Authority, was responsible for Hall Lane as an adopted highway. In the context of the issues on Hall Lane he repeated his requested that any information on landowners, farmers and contractors was forwarded to him.

The Cllrs. present thanked Cllr Earl for the work he had undertaken in looking to resolve the matter.

Action point: Agreed by the Parish Council that the information requested should be forwarded to County Cllr Butler.

- **Minute number 110 Grantham Canal**

- Grant application to the Canal & Rivers Trust (C&RT) for a seat on the Grantham Canal – Cllr Oxby advised that following the meeting in January, he had liaised with Cllr Earl completing and submitted the application form. The application had been successful with the C&RT meeting half the anticipated cost of a seat. However, the works had to be done before the 31st March 2018 and an invoice sent to the C&RT. Cllr Oxby advised that he had been in contact with C&RT and a meeting was being arranged between the local Grantham Canal Ranger, a local parishioner, and the C&RT to finalise the specific details on location, nature of the seat and the base.

Proposed by Cllr. Oxby that the Parish Council meet 50% of the cost of the seat and base (estimated to be approximately £700.00) and the Parish Council proceed to obtain the seat and with the associated works invoicing the Canal and Rivers Trust for half of the costs. Agreed by all councillors.

Action point: Cllr Oxby as Treasurer to follow up on this matter.

- Letter/email to be sent the C&RT as set out at the Council meeting of 16th January – The Treasurer advised that, as far as he was aware, the Clerk had not received a response as yet.

Action point: To be carried forward to the next meeting.

- **Minute number 114 Budget and Precept** –The Treasurer advised that the precept form had been completed and forwarded to Rushcliffe Borough Council.
- **Minute number 116 Spring Cleaning/litter pick** – Cllr. Oxby advised that the Clerk has been informed by Streetwise that they can provide 6 litter pickers free of charge, but any additional picker is charged at £10 each. They will provide the waste bags. The Clerk has looked into the cost of pickers and Viking sells them for £3.95 each and Amazon has a pack of 4 for £10.43. Proposal: The Council acquire two packs of pickers (8 pickers) from Amazon or an equivalent supplier. Proposed by Cllr. Hill. Agreed by all councillors.

Action point: Clerk to contact Streetwise regarding deliver of the 6 pickers and bags. The Treasurer to liaise with the Clerk regarding acquiring the additional pickers.

- **Minute number 119 Website**- Cllr. Bilton had forwarded an email that the advice he had received was that the website appear to be hosted by Google for which there should be no charge. It was agreed by councillors that at this time no further action was necessary over this matter.
- **Minute number 120 Parish Affairs (Vehicles parking on the pavement)** – Cllr. Oxby advised that he was not aware of whether the Clerk had contact Nottinghamshire County on this matter or whether they had responded.

Action point: Matter to be carried forward to the next meeting.

127. PLANNING APPLICATIONS

REF NO: 18/00178/FUL
APPLICANT: Mr J Doherty
DEVELOPMENT: Erect two storey and single storey rear extension.
LOCATION: 2 The Barns Wolds Farm, Kinoulton Lane, Kinoulton.
DECISION: See comment.
COMMENTS: The Parish Council has no objection in principle to an extension provided there is no significant impact to the light to the neighbouring property (No 3). It was not apparent from the plans where windows are located to 3 The Barns. Potentially, the 'study' could have a significant impact on the light to the window of 3 The Barns. If this is the case, the Parish Council would have objections to the application as currently designed. Proposed Cllr Oxby. Agreed by all councillors.

Action Point: Cllr Oxby in the Clerk's absence to advise Rushcliffe BC of the decision.

REF NO: 18/00093/FUL
APPLICANT: Mr & Mrs Bilton
DEVELOPMENT: Garage replacement and single storey side and rear extension to add one bedroom and utility room with associated internal and external works.
LOCATION: 7 Pinfold Close, Kinoulton
DECISION: The Parish Council has no objections to the proposal. Proposed Cllr Hill. Agreed by all councillors.
COMMENTS: The revised single storey design is substantially less prominent than the previous planning application. Consequently, it has minimal impact on the street scene and St Luke's Church, a listed building.

Action Point: Cllr Oxby in the Clerk's absence to advise Rushcliffe BC of the decision.

REF NO: 18/00082/FUL
APPLICANT: Mr & Mrs R Howes
DEVELOPMENT: First floor extension and bay window extension.
LOCATION: 5 Nevile Drive, Kinoulton

The Clerk had requested an extension of time for the response to this application but Rushcliffe BC had not been able to agree to an extension. The Clerk had subsequently contacted all councillors advising that they needed to respond as individual councillors if they had concerns about the application.

DECISION NOTICES

None

128. PARISH QUESTIONNAIRE (Associated Paper - Parish Questionnaire)

A revised questionnaire had been circulated by the Chairman, Cllr. Freeston. Councillors went through the questions and a number of changes were identified. Cllr. Cadwallader agreed to amend the questionnaire and feedback to Cllr Freeston. It was agreed that:

- The sheet for the volunteers needs to be incorporated into the questionnaire.
- The Council do not propose to produce a separate young person questionnaire.
- The Parish Questionnaire to be an Agenda item going forward.

Action Point: As set out above.

129. JOINT USE AREA

Cllr. Oxby confirmed that the Joint Use Area had been inspected twice a week and no issues were identified.

Action point: Cllr Oxby to follow up the missing bolt with the School.

130. GENERAL DATA PROTECTION REGULATIONS (Associated Paper General Data Protection Regulations)

Cllr Hill and Cllr Oxby had undertaken some background reading on the General Data Protection Regulations (GDPR). The Council was advised that the GDPR will replace the Data Protection Act 1998, which governs how personal data is processed. The GDPR are anticipated to come into effect on 25 May 2018 with parish and town councils fall within the scope of the GDPR. The National Associations of Local Councils and the Society of Local Council Clerks are working with the Government regarding the potential impact of the Regulations on parish councils and what role the Clerk can undertake. Cllr Hill outlined that at this stage there was still a lack of information regarding how the Regulations will impact on small parish councils. It was agreed that:

- Cllr Hill would circulate articles to Cllrs. on the GDPR which summarised the requirements in a relatively simple form.
- Cllr Oxby would liaise with the Clerk to the Council to start to examine what personal information may be held by the Council.
- The GDPR need to be on the Agenda at the Parish Council meetings going forward until the matter is resolved.

Action Point: As set out above.

131. ANNUAL PARISH MEETING

It was agreed that the Annual Parish Meeting should be held at 8.00pm on Wednesday 23rd May. Cllr Oxby raised that a parishioner considered it would be helpful if information could be presented at the Parish Meeting on specifically what can and cannot be recycled in the blue bins.

Action point:

- **Cllr Oxby to book the Village Hall for the Parish Meeting on 23rd May 2018.**
- **Clerk to contact Viola to see if they could give a short presentation on waste recycling with an emphasis on what can and cannot be recycled.**
- **Cllr Freeston to put an Article to be put in the Newsletter and information on the website setting out the date of the Parish Meeting.**

132. COMMUNITY GRANT SCHEME

District Councillor Tina Cumberlack has advised the Council that funding from her Councillor Community Grant has to be in by March 2nd. The information has been previously circulated to cllrs. on 8th February. Cllr Butler advised that he could also support projects at a local level with some grant funding.

Action point: Cllrs to forward the information to local community groups.

133. CORRESPONDENCE

- WW1 Centenary Roll of Honour Memorial Project.
Action Point – Letter to be sent suggesting rather than looking to meet all parish councils it may be better to utilise the Rushcliffe Town and Parish Council Forum to circulate the information.
- Rushcliffe Borough Council – Town and Parish Council Forum 1st March. - No one present at the meeting was available to attend on the 1st March.
- Rushcliffe Borough Council – Consultation on final draft Rushcliffe Off Street Car Parking Strategy 2018 – 2022. Closing date for responses 9th March. Noted
- Rushcliffe Borough Council – Potential tree planting site. No trees planting sites were identified at this time.
- Crime figures for the Keyworth, Tollerton, Wolds and Nevile wards - January 2018. Noted.

134. SANCTION OF ACCOUNTS

None

Annual Return - The Treasurer advised that the external Auditor for the current financial year is PKF Littlejohn. From a webinar they undertook on 23rd January he understood:

- The new forms are called Annual Governance and Accountability Return (AGAR) divided in Part 1, Part 2 and Part 3.
- Part 2 will cover the Parish Council. As a small council with an annual turnover (payments or receipts) of under £25,000 the Council will be able to declare ourselves as exempt. In these circumstances it will only be necessary to send the exemption certificate to PKF Littlewoods and confirm to them the period of elector's rights. The AGAR will need to be complete and publish but there is no need to send it off to the auditors.
- Forms will be sent by email at the end of March.

135. PARISH AFFAIRS

Cllr Cadwallader raised whether there was a requirement to replant the hedge to the Pinfold Lane side of the new houses on the site of the Old Police house.

Action Point: Clerk to check decision notice and follow up with Rushcliffe BC if appropriate

Cllr Oxby reminded Councillors that the Spring Clean will taking place on Sunday 18th March at 10am.

136. DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on Tuesday, 20th March 2018 at 19.30.

The Meeting ended at 9.20 pm.