

KINOULTON
PARISH COUNCIL MEETING
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Draft minutes of the Parish Council Meeting held in Kinoulton Village Hall on Tuesday 16th July 2019.

Present Councillors: Cllr. P. Cadwallader (Chairperson)
Cllr. M. Marriott (Vice-Chairperson)
Cllr. N. Oxby (Treasurer)
Cllr. S. Campbell
Cllr. G. Earl
Cllr. S. Hill
Cllr. M. Kaiser

J Holland (Clerk to the Council)

Visitors Cllr. T. Combellack (Borough Councillor)
Cllr. R. Butler (County Councillor)

Apologies None

Meeting was formally opened at 7.30pm.

56. APOLOGIES

None received.

57. DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

None.

58. APPROVE MINUTES FOR THE MEETING HELD IN JUNE

Cllr. Cadwallader asked if there were any amendments to the minutes which were taken at June's meeting. Cllr. Cadwallader proposed that the minutes were approved, proposal seconded by Cllr. Kaiser and approved by the Council.

Cllr. Marriott arrived at 7.32pm.

Cllr. Earl arrived at 7.34pm

59. MATTERS ARISING FROM THE MINTUES MEETING HELD IN JUNE

- Clerk to put up Parish Council contact information on the Joint Use Play area second board by School vehicle entrance: this has been done.
- Cllr. Oxby to contact parishioner re weekly inspection, carry over.
- Clerk to contact ex Cllr Bilton re handover Defibrillator to Cllr. Marriott: Cllr. Marriott has been contacted by ex Cllr.Bilton.

- Clerk had written to Rushcliffe Borough Council asking if the Parish Council could still receive paper plans. Rushcliffe had replied to suggest that the Parish Council purchase a projector to enable the plans to be increased in size, Parish Council discussed and there is a possibility of borrowing a projector if one is required for a Parish Council meeting.
- Planning application Mr and Mrs Freemans, Cllr. Combellack to circulate information as per June's meeting.
- Item 45, Bus service information to Cllr. Cottee, Cllr. Butler questioned why the information had been sent to Cllr. Cottee rather than directly to him, Clerk to send the information on bus service to Cllr. Butler.

Action Point: Clerk to forward e-mail re Bus Service to Cllr. Butler.

- Affordable Housing Survey – The Clerk wrote to Rushcliffe Borough Council to ascertain what assistance may be available to undertake an affordable housing survey. Subsequently, an email was received from Midlands Rural Housing regarding a housing need survey, which was incorrectly assumed to be a response from Rushcliffe Borough Council. An Affordable Housing Survey was received by households in the village via the delivery of the Rushcliffe Local News around 15th July. The covering letter identified that the survey was being undertaken by the Trent Valley Partnership (TVP) under letter heading identified as Midland Rural Housing. The survey was commissioned by Oxalis Planning.

Subsequent investigations by the Chairperson identified that:

- The survey was incorrectly stated as being undertaken by TVP but was being undertaken by Midland Rural Housing;
- It was not supported by Rushcliffe Borough Council and was independently commissioned by a planning consultant, Oxalis Planning.
- A possible solution suggested by Rushcliffe Housing Manager was for the survey to be brought into the TVP and the results of the affordable housing survey being shared by the TVP between the various parties, including Rushcliffe Borough Council and the Parish Council.
- The indication from Rushcliffe BC Housing Manager was that Rushcliffe was unlikely to make resources available to support a further Affordable Housing Survey in the Parish in the near future.

Cllr Oxby advised that he anticipated that the survey was being undertake to form part of the evidence base for a subsequent planning application in the Parish for additional housing.

There followed a discussion between councillors on the merits of whether or not to joining in with the survey. The two alternatives identified were:

- a) To become involved with the affordable housing survey although commissioned by a third party not through the Parish Council or Rushcliffe.
- b) To set out to the households in the Village that the Parish Council had not initiated the affordable housing survey, is independent of the Parish Council and the Council did not support the survey.

A recorded vote was requested.

A resolution was set out for the Parish Council to become involved with the survey but if the Council voted not to support the survey, notices should be erected in the village, put on the

website and an article set out in the Newsletter identifying the survey was independent of the Council and not supported by the Council

For getting involved with the survey Cllr. Kaiser, Cllr. Marriot, Cllr. Cadwallader.
Against Cllr. Earl, Cllr. Oxby, Cllr. Hill and Cllr. Campbell.

Action

Agreed to put notices identifying that the Parish Council had not initiated the affordable housing survey, is independent of the Parish Council and the Council did not support the survey up in the village and in the Newsletter. A notice to also be put on the website. Cllr Hill agreed to draft the notices.

Cllr. Combellack arrived at 19.45.

- Item 46, risk assessments. Agreed that the risk assessment should be sent to Clerk when completed. Risk Assessment should be on the Agenda on a regular basis proposed to be September and March.
- Defibrillator – Cllr. Marriott has been briefed on how to check the Defibrillator at the Nevile Arms.
- Tree Planting scheme - 10 trees per parish, the form that should has been sent in last year was not and another landowner wishes to apply for trees.
Action Point: Cllr. Oxby will contact the other landowner who is interested in put in an application for the Tree Planting scheme for this year.

60. PLANNING APPLICATION – none at time of publishing

61. DECISION NOTICES

Reference Number: 19/ 01018/OUT
Applicant: Mr Eggleston
Development: Outline application with all matters reserved for 1 no. new dwelling.
Location: Land Adjacent Newbold Hall Lane, Kinoulton, Nottinghamshire, NG12 3EF
DECISION: REFUSE OUTLINE PLANNING PERMISSION

Reference Number: 19/01188/FUL.
Applicant: Mr & Mrs Freeman
Development: Single storey side extension.
Location: 10 Meadow Way, Kinoulton, Nottinghamshire, NG12 3RE
DECISION: GRANT PLANNING PERMISSION

Reference Number: 19/02866/FUL
Applicant: Mr & Mrs Gray
Development: Demolition of existing house and outbuildings and erection of new dwelling with studio, garage/office and entrance gates.
Location: Ashgate House Hall Lane, Kinoulton, Nottinghamshire, NG12 3EF
DECISION: GRANT PLANNING PERMISSION

62. POLLING DISTRICTS AND POLLING PLACES; SUBMISSION FORM

An associated paper had been circulated with the agenda. Agreed that the Village Hall was a good location for a polling station and the Clerk should complete the survey accordingly.

Action Point: Clerk to complete form and return to Rushcliffe.

63. WEBSITE

Cllr. Cadwallader, advised that the website used to be managed by the previous Chairperson, all published information is now under Cllr. Cadwallader.

Cllr. Kaiser & Cllr Campbell had looked at our website and looked at other Parish Council websites. They considered that all the information required was available on the website. However, it lacks links to Facebook and other similar social media in relation to local groups. Cllr. Kaiser identified there were various groups, Kinoulton Mum's and Kinoulton Dad's WhatsApp group, different people using WhatsApp to update.

An example was: In last few days items seem to be going on around the village re. dumped sweets on the footpath in Hall Lane.

Action Point: Cllr. Campbell, Cllr. Kaiser and Cllr. Cadwallader will look at social media put on agenda for September's meeting.

64. KINOULTON VILLAGE SURVEY 2018

Cllr. Cadwallader stated that there are a number of people who volunteered for various things around the village and as it has been some time since people have volunteered. For example, volunteers to do litter pick was 25, 14 x transport, 16 x canal (these have already been put in touch – Grantham Canal), Cinnamon Trust looking for dog walkers in the area, 7 x gardening, 5 x village hall. Would prefer to see a process to create a group, nominate a leader and keep the Parish Council updated.

Action Point. Cllr. Cadwallader will start to draw up a proposed plan for volunteers.

65. RECREATION GROUND

Discussion on the survey results in relation to the recreation ground. Agreed from the survey results that it was no longer a priority for the Parish Council to look to acquire a recreation ground in the Parish.

66. JOINT USE AREA

Cllr. Oxby explained that the Joint Use Area was inspected twice a week and a log is sent to the Clerk. Cllr. Earl is now doing inspection too. No issues have been identified.

67. BENCHES FOR THE GRANTHAM CANAL

Associate paper had been distributed with the minutes setting out a request for the Parish Council to provide a grant to purchase two benches for the Grantham Canal, at a cost of £40 per bench. The future, maintenance will be the responsibility of the Grantham Canal Society.

Resolve that the Parish Council provide a grant to the Grantham Canal Society towards two benches being:

- a) located in the Parish of Kinoulton or
- b) that part of the Canal from Irish Jack's Bridge (Vimy Ridge) and Wild's Bridge.

Proposed by Cllr Oxby Seconded by Cllr Kaiser. Approved by all.

Action Point: Cllr. Oxby will issue cheque for benches.

68. TOWN AND PARISH FORUM MEETING ON THE 3RD JULY

Cllr. Cadwallader attend, and considered it was a very useful meeting, covered key achievements, Borough Council social media update – offers support to Parish Councils this department could help. Adoption of Code of Conduct.

Cllr. Cadwallader:

- Raised if the Parish Council had adopted Rushcliffe Borough Council's Code of Conduct. If not, the Parish Council, will need to Adopt it.
- Explain that pecuniary interest, judged on the basis that would a common man think that this is reasonable.
- Asked councillors to check the Parish Council's website and Rushcliffe Borough Council website to ensure councillors' details were correct. The Borough Councils website is not up to date.
- Advised that a training audit and data protection datasheet obtained, file and use if needed.
- Advised, a survey was done last summer, 553 responses out of 40k. Key issues, new housing planned without appropriate infrastructure, roadside re-cycling needs wider range, speeding and traffic, pot holes. Planned responses include: Fortnightly news update to Parish Council, gov.delivery direct communicate to residents through this service. Creation of Rushcliffe Borough Council portal one stop method of reporting street cleaning, pot holes, etc. Next RBC survey 2021.
- Planning enforcement presentation, this concerns part VII of Town and Country Planning Act failing to comply with limitations. Law allows for some permitted development e.g single storey house extension. if there are limitations or conditions to applications, department does action any breaches. Ensure limitations are written into planning decision not just on plans.
- Armed forces Covenant, who are the current armed forces in our area, aimed at companies to give time off for training, have an example of governance, would appreciate if someone can pick up. Cllr. Oxby agreed he will look at covenant.

Action Points:

- **Cllr. Oxby to review if Armed Forces Covenant needs to be discussed at September's meeting.**
- **Clerk to contact Rushcliffe Borough Council re register of interest forms are not on their website.**
- **Clerk to put on the agenda Adoption of Rushcliffe Borough Council's Code of Conduct for September's meeting**

69. DEFIBRILLATOR AT THE NEVILE ARMS WEEKLY CHECK

Cllr. Marriott confirmed all ok.

Action Point: Cllr. Marriott to check defibrillator each week at the Nevile Arms.

70. AUTUMN CLEAN UP

Agreed the Parish Council will acquire litter picker, bin bags, high vis jackets and gloves.
Cllr. Marriott advised that she will store the equipment.

Action Point: Clerk to purchase items for Autumn Clean Up, these will be stored after use at Cllr. Marriott's house.

71. CORRESPONDENCE

- Annual Town and Parish Meeting 11th October. Cllr wishing to attend should advise the Clerk as soon as possible.
- Feedback from Planning Department concerning the discontinuation of paper plans.
- Public footpath No 21, Kinoulton Grange, re-route to re bio-security reasons. After a discussion no objections were raised by cllrs.
- Crime figures. Cllr. Cadwallader identified that in our area two entries, theft of mobile phone on bus, entry gained to property nothing stolen. Three attempted items stolen from cars.
- Dog Bin request. Cllr. Cadwallader will contact Rushcliffe Borough Council officer. Cllr. Hill would prefer Dog Bin waste rather than dual.

Action Point, Dog Bin required along A46 old Fosse Way, Cllr. Cadwallader happy to meet up with Rushcliffe Borough Council officer, Clerk to state just dog bin not dual bin.

72. CHANGE OF BANK MANDATE

An associated paper had been circulated with the Agenda.

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with the Bank's mandate and that:

- the individuals identified as **Authorised Signatories** may, in accordance with the **Signing Rules**:
 - sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit
 - sign, accept or endorse bills of exchange.
 - request and give counterindemnities for the issue of letters of credit or Guarantees (including bonds, indemnities and undertakings).
- **Authorised Signatories** identified in the **Signing Rules** for unlimited amounts may, in accordance with the **Signing Rules**:
 - sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The business/ organisation authorises the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access information on behalf of the business/organisation, and in the case of

administrators, the power to appoint and remove other administrators (with the same powers) and operators.

- any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same **Signing Rules** and **Authorised Signatories**; closing accounts; or other banking services or products
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions
- The mandate will continue until the Customer completes a new mandate / passes a new Authority advising the changes in authority on the account(s).

Proposed Cllr Oxby. All agreed.

Resolved that in relation to the National Westminster Bank plc account the Treasurer and Responsible Finance Office takes the appropriate action to complete the National Westminster Bank plc mandate so that:

- a) The names of Katherine Freeston and David Bilton are removed from being an authorised signatory;
- b) That the names of Peter Cadwallader, Chairperson and Melanie Marriott, Vice Chairperson are added to the mandate as an authorised signatories along with the existing authorised signatory, Neil Oxby, Treasurer and Responsible Finance Officer.
- c) Confirm that any two authorised signatures may sign on the account to an unlimited amount.

Proposed Cllr Oxby. All agreed.

Action Point: Cllr. Oxby to action change of bank mandate.

73. SANCTION OF ACCOUNTS

- £63.00 SLCC renewal of membership.
- £7.79 dog bin bags – Vimy Ridge.
- £212.40 Keith Wadkin & Son maintenance of Village Green Invoice dated 07/07/19.
- £35 Information Protection fee for Data Protection, direct debit has been set up.

The Parish Council agreed to defray the above costs.

A letter from Shouler and Sons had been received proposing a rent increase from 1st June 2020 for the land utilised as allotments. To be put on the agenda for September.

Action Point: Clerk to put Allotment fee increase on the agenda September's meeting,

74. PARISH AFFAIRS

Cllr. Hill read out proposed wording for the poster re Housing Needs Survey. Cllr. Cadwallader asked if the Parish Council is happy with this, all agreed they were.

Cllr. Combellack raised that she had received a request for a contribution towards a Parish Notice board. She would we please contribute towards one, but does the request need to be on the Parish Council's agenda. Cllr. Oxby advised that this was not necessary as the Village Hall has a separate committee, and was independent of the Parish Council

Speed on Owthorpe Lane was raised, particular the position on the County Council providing an interactive sign.

Action Point:

- **Cllr. Butler will chase up any response re speed sign.**

It had been raised earlier in the meeting that a load of sweets had been dumped on Hall Lane footpath. Cllrs Combellack had reported this to Streetwise during the meeting for Streetwise to clear.

75. DATE AND TIME OF NEXT MEETING

Tuesday, 17th September at 7.30pm. Cllr. Hill will not be here at Septembers meeting – apologies.

Meeting closed at 9.38 pm.