

# Minutes of Dunham-on-Trent, with Ragnall, Darlton and Fledborough Parish Council (Dunham & District Parish Council)



Annual Meeting of **Dunham & District Parish Council** held on the **10<sup>th</sup> May 2022** at Dunham Village Hall, the meeting commenced at **7:00pm**.

## Council Members & Officer Present

Cllr Madeline Barden  
Cllr Vera Ballinger  
Cllr Rachel Bean  
Cllr Adrian Stapleton  
Cllr Kathryn Watkinson  
Current Vacancies  
Ed Knox  
5 Members of the Public  
County Cllr John Ogle

Chairman  
Vice-Chair  
Cllr Ian Oldfield  
Cllr Lucy Atkinson  
  
Darlton: 1  
Clerk/Responsible Financial Officer

## Also, Present

### ➤ Public Forum

The members of the public came to express their frustration and concern regards the access to Dunham Churchyard and seek clarification from the Parish Council over which public bodies can be approached to ascertain what can be done to rectify the situation at the earliest opportunity. Cllr Barden explained that she had been in contact with the Highways Officer at County Council regards the matter of the closure of the public highway, because the County Council have stipulated in their response to the planning application for the conversion of the church the following:

*"It should be noted that our records suggest that the footpaths linking the church to the A57 and Church Walk, together with the area located directly in front of the entrance into the building are dedicated as public highway. These areas must remain available for public use."*

The local residents mentioned that the highway has been closed by the new owner of the church at the archway (which they do not own) and has erected signage which states:

*"This is no longer a church. It is a private residence. To access the graveyard entries are via the A57 and the Green Thank you." And "Over the last year large pieces of stone have fallen. For health & safety reasons, and by the recommendation of the Highway Authority, the gate is closed until further notice"* the local residents queried the signage, stating that they do not believe this to be the correct/accurate words and signage used by the County Council when closing a public highway and that it is misleading what has been erected as it insinuates that the public highway is now closed permanently.

Cllr Barden advised that the Highways Officer at County Council confirmed that a temporary closure had been agreed between the County Council and the new owner of the church. After further discussion, the Council stated that it would write back to the County Council Highways Officer and ask for clarification over where the temporary closure points of the public highway should be located, what the correct signage should be and if the current signage is incorrect, when will the County Council install the correct signage, what is the closure period of the highway and what is the alternative official route for pedestrians to take, what was the outcome of the County Council's inspector who was visiting the site.

### 30/22 To Elect a Chairman of the Council

Cllr Atkinson **Proposed**, Cllr Bean **Seconded** that Cllr Barden be Chairman. Therefore, the Council **resolved** that Cllr Barden be elected Chairman. Cllr Barden together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.

### 31/22 To Elect a Vice-Chair of the Council

Cllr Watkinson **Proposed**, Cllr Bean **Seconded** that Cllr Ballinger be Vice-Chair. Therefore, the Council **resolved** that Cllr Ballinger be elected Vice-Chair. Cllr Ballinger advised she would trial the role for a 6-month period.

### 32/22 To receive apologies for absence

The Council **resolved** to accept the apologies of Cllrs Lovett, Booth and Thorpe.

33/22 To receive declarations of interest  
None.

34/22 To Approve Minutes of the Previous Meeting

After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

35/22 To receive reports from County and District Councillors

**Dist Cllr Isard** – Did not attend.

**Dist Cllr Stanniland** – Did not Attend

**County Cllr Ogle** – Gave an update on the Bassetlaw Local plan.

36/22 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2021/22

The Clerk reported the findings of the internal auditor and Cllr Atkinson **Proposed**, Cllr Watkinson **Seconded** that the Council unanimously **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

37/22 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2021/22

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Atkinson **Proposed**, Cllr Watkinson **Seconded** that the Council unanimously Council **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the Annual Return Exemption Certificate (because turnover is below £25,000) to the External Auditor along with any required supporting documents and upload copies to the webpage.

38/22 To Review & Re-adopt all formal documentation (Policies & Procedures)

Prior to the meeting the Clerk circulated all the latest policies and procedures. After discussion Cllr Bean **Proposed**, Cllr Ballinger **Seconded** that the Council unanimously **approved** the re-adoption of:

- Standing Orders
- Financial Regulations
- Complaints Procedure
- Expenses Policy
- Disciplinary and Grievance Procedure
- Health & Safety Policy
- Risk Management Policy
- Section 137 Grant Policy
- Sickness Absence Procedure
- Social Media Policy
- Social Media Code & Civility + Respect Statement
- Training & Development Policy
- Annual Leave HR Policy
- Whistleblowing Policy
- Antibullying and Harassment Policy
- Equality and Diversity Policy
- Flexible Working Policy
- Maternity Leave & Pay Policy
- Paternity Leave & Pay Policy
- Public Participation Policy
- Petitions Policy
- Planning Scheme of Delegation
- Homeworking Policy
- Performance Improvement Policy & Procedure
- Emergency, Dependants & Bereavement Leave Policy
- Sickness Absence Policy
- GDPR Data Breach Policy
- GDPR Privacy Notice
- GDPR Records Retention Policy
- GDPR Security Compliance Checklist
- GDPR Subject Access Request Procedure
- Code of Conduct

The Clerk advised that he will let the Council know once any new or updated policies or policy changes come through from NALC.

39/22 To Appoint Internal Auditor for 2022/23

After discussion, the Council unanimously **resolved** to appoint a local internal auditor and to send thanks KG Enterprises for their work as auditor in recent years. The Council **resolved** to give first refusal to Harworth & Bircotes Town Clerk as the internal auditor for 2022/23.

40/22 To Review and update the Responsibilities and Appointment of Representatives of Other Bodies List

The Charity Governing Document of the Village Hall allows the Parish Council to appoint up to 2 people to be committee members of the village hall. The rest of the list of responsibilities can be any number of cllrs.

After discussion the Council **Resolved** the following:

- o Dunham Millennium Hall Trustees appointed by the Parish Council – Cllr Atkinson
- o Parish Website/social media – Clerk & Cllr Watkinson
- o Bassetlaw Nottinghamshire Police Rural East Bassetlaw Priority Setting Group – Cllr Booth
- o EDF Power Station Liaison – Cllr Barden & Cllr Ballinger
- o Bassetlaw Rural Conference – Cllr Barden
- o Bassetlaw Parish Forum – Cllr Barden & Ballinger
- o Bassetlaw South East Forum – Cllr Barden
- o Bassetlaw Local Plan – Cllr Barden & Cllr Atkinson
- o Bassetlaw Planning Applications – Cllr Watkinson & Scheme of Delegation is in Place
- o Bassetlaw Quarterly Litter Picks – Cllr Atkinson (equipment storing etc) & All Cllrs free to take part
- o NCC Policy – Cllr Bean
- o LCC Policy – Cllr Bean
- o Central Government Policy – Cllr Barden
- o School Governor – Cllr Watkinson & Cllr Barden
- o Fledglings Preschool – Cllr Watkinson & Cllr Atkinson
- o Noticeboards – Cllr Thorpe (for all noticeboards in Dunham, Darlton, Ragnall & Fledborough)
- o HR – Cllr Watkinson & Cllr Atkinson

The Clerk will update and send around the council a copy of the updated Responsibilities and Appointment of Representatives of Other Bodies List. **Action**, Clerk.

41/22 Finance:

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Holmes Groundcare	Grass cutting Dunham Play Area April	£139.05
KG Enterprises	Internal Audit 2021/22	£75.00
SAshworth	Fledborough Bin Emptying & Sign Reinstatement	£95.00
<b>Total Payments</b>		<b><u>£309.05</u></b>

Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Notts County Council	75% Local Community Fund – Wildlife Project	£3,750.00
Bassetlaw District Council	1 <sup>st</sup> ½ Concurrent Grant	£17.00
Bassetlaw District Council	1 <sup>st</sup> ½ Street Cleaning Grant	£244.00
Bassetlaw District Council	1 <sup>st</sup> ½ Precept	£7,503
<b>Total Receipts</b>		<b><u>£11,514.00</u></b>

**Bank Balance** **£36,526.08\***

Bank Reconciliation for the year to date to be approved. Council **Resolved** unanimously that figures were correct. Reconciliation to be signed by when practical. Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously. \* £5,850 Wildlife & Environmental Project Budget, Grant Funds currently raised and Ring-Fenced for the project. The County Council Local Communities Fund

42/21 To Note Planning Applications

**22/00417/FUL Land Formerly Known as Rose Cottage the Green Dunham on Trent Newark**

**Nottinghamshire NG22 0TU Proposed 2 No Two Storey Semi-Detached Dwellings.** The Council **resolved** to support the planning application for the following reasons:

The Parish Council supports the application, the 2 new properties are classed as 'in-fill' utilising previously used/derelict space that is therefore providing more housing in the parish without a negative impact on the environment by using virgin land or sacrificing arable land. Aesthetically the build will improve The Green. The Council understands it to be a resubmission of an application that was passed in 2018 with recommendations re flood risk. These have been addressed with the first-floor layout of garage and stores etc. Offroad parking has been provided for 2 cars. The applicant has amended the look of the front of the house so that it is in keeping with the rest of the local buildings - it looks as though it is a detached house and the wall in front is the same as the Cooks have now at April Cottage. It is going to be taller, but the application has photos of other tall roof buildings on The Green and the middle cottage of the listed row. It is to be connected to mains drainage; therefore, Severn Trent Water should be consulted to ensure it doesn't overload the system (there are already plans for in the area for another 8 flats are to be potentially built. However, surface water drainage from the land will be into the ditch at the back.

**22/00454/LBA St Leonards Church Main Street Ragnall Nottinghamshire - Domestic Conversion of Vacant Former Church Building to Two-Bed House with Associated New Build Garaging.** The Council **resolved** to support the planning application for the following reasons:

The Parish Council supports the planning application, the local residents were informed years ago of the plans for the church when it closed, that it would be converted into a private dwelling. The Council is pleased to hear that this is now likely to happen, (pending approval of planning application by Bassetlaw Planning Dept. The plans will ensure the building is not left derelict and is used in an aesthetically pleasing way, it is also better for the environment to be re-using a property that was a church as a residential dwelling than building more homes on virgin land.

43/21 To Discuss Notts County Council Lengthsman Scheme 2022/23

Since 2012, certain parishes in Nottinghamshire have received a grant from the county council which the parish council can use towards the cost of a parish Lengthsman/Warden. In exchange for the grant the Council can arrange cleaning or reinstatement of road signs, removal of storm debris and tidying of pavements and verges, painting/cleaning of bus shelters, benches and similar street furniture and ironwork, clearing drains/ditches, and reporting other highways matters to the County Council.

The County Council has decided to review the scheme with a view to allow additional parishes to join, previously £1000 was paid per parish to each Council who had joined the scheme. The County Council has advised that:

- Additional Parishes will be invited to apply and those existing members will have an opportunity to continue as they are, or become part of a cluster of Parishes or stand alone. Training and PPE will be provided to participating parishes.
- Applications for payment will be invited at the end of the financial year accompanied by supporting documentation and photos illustrating the work that has been completed during that year.
- Funding allocation will be calculated on receipt of an expression of interest and will be agreed at the start of the year and form part of the Contract which will be issued subsequently.
- Parish Councils have been asked to consider this proposal and respond by May 31st indicating whether you wish to continue as an existing Member or be considered as a new applicant.

The Clerk has spoken with the Highways Liaison Officer in charge of the scheme and pointed out that the County Council should consider making payment in Feb or Mar 2023 at the latest, otherwise, existing parishes if paid a year in arrears in Apr or May 2023 will basically skip a year with no payment received in 2022/23 despite having received the grant for ten years and calculated budgets and precept setting for 2022/23 based on receiving the grant.

After discussion, the Council **Resolved** to advise that the 4 parishes would like to continue with the scheme and receive the annual grant as usual, and highlight to the County Council that it is unreasonable to miss a financial years' worth of funding and receive it a year in arrears in the financial year after. Additionally, the

Council to point out that it is too much admin and unreasonable to expect Lengthsman and clerks to provide before and after photos of all work undertaken, however, a list/report of what is done by the person undertaking it is reasonable.

44/21 To Progress the Jubilee Wildlife & Environmental Project

Cllr Barden welcomed the Project Manager who gave an overview of the project. A set of display boards will go up to show the public at the village hall jubilee event.

45/22 To Receive an update on Fledborough Broadband

Cllr Atkinson reported that Evolve Ltd are looking into the viability of the broadband project and undertaking costings.

If any residents have further questions, they can also contact the Notts County Council Broadband Engagement Officer and his Better Broadband for team using [enquiries.broadband@nottsccl.gov.uk](mailto:enquiries.broadband@nottsccl.gov.uk) or by phoning 0115 977 2532.

46/22 To Receive Councillor's/Clerks' Reports including Road Traffic Accidents:

- **Noting of Accidents – None**

New Highways issues, Cllrs report via the online tool (ideally with photos) in first instance whenever possible and let the Clerk know the reference number, then at each meeting any unactioned reported items the Clerk will escalate to the County Cllr/District Cllr, Highways Manager/Waste Managers.

The following items have been raised with the Highways Authority Manager so that these matters can be investigated and finally resolved. Each month the Clerk chases the Highways Manager and the Parish Council adds to this list while awaiting a reply:

**Outstanding Items (chased monthly with the Highways Manager and being discussed with the new area manager at the site meeting with Cllrs Barden & Ballinger on 15<sup>th</sup> Nov 2021) Highways Manager Response in italics:**

- **White lines & white 'Slow' marking on The Green** – The Highways Manager looked at the blind corner of The Green/Horne Lane and the cars parking near the junction increase the safety problem. The Highways Manager will arrange to repaint white the road markings and write a double dotted line on the road together with a 'slow' marking near the post box on The Green. *23.12.2021 - The renewing of the white lining on the carriageway at the junction of Horne Lane/The Green has been ordered. This type of work is due to commence in the Spring of 2022.*
- **4 Long Row Cottages Flooding** - The Drainage Manger and Principal Flood Risk Manager are working together to find a resolution to this issue. The resident has been contacted by a member of the Flood Risk team at NCC. The Council would like to be copied in on the final resolution for information purposes, request that Highways Manager provides a copy of the report. *23.12.2021 – The flooding issues at 4 Long Row Cottages are currently being investigated and if I receive any further updates, they will be forwarded to the Parish Council.*
- **Boggy Bottom Flooding at Fledborough** – Cllr Atkinson advised that the residents of Boggy Bottom will be emailing County Cllr Ogle regards their flooding issues. *14.04.2021 County Cllr Ogle advised the Boggy Bottom residents haven't as yet emailed him with their issues.*
- **Children Playing/Playground Signage REF HAMS 4302792** - the Parish Lengthsman advises that on Low Street near the Village Hall, there is no Children Playing/Playground Signage. Reported to Highways Manager 19.04.21. Highways Manager agreed no signage was there so this would be looked into for potential signage installation. The Highways Manager asked Ruth Eyre Highways Liaison Coordinator (HLC) to provide the PC with an update. 01.10.2021 HLC asked for a google earth map of the location of the play area, map emailed to HLC. *07.12.21 HLC confirmed this is submitted on the Highways Programme for 2022/23.*
- **Fledborough Leaky Noticeboard** – S.Ashworth Diggers Ltd quote of £40 has been accepted and they will be undertaking the repairs shortly. **Completed** – Contractor visited to inspect but there were no faults, holes found, it is condensation in the winter, the only suggestion was for the Council to buy some small desiccant gel boxes (Home Bargains) and put this inside the bottom of the noticeboard.
- **Fledborough Village Parish Council Sign** - S.Ashworth Diggers Ltd have been asked to reinstate the sign. **Completed**

- **Large Pothole on Cocketts Hill** – Cllr Ballinger has reported a photo of the pothole to Notts County Council via the App in April 2022.

**New Items:**

- **Cllr Atkinson – Road Name, Road to the Church Fledborough** – Google Earth now says that the road to the Church is called Hollowgate Lane, which is also the name of a similar road to the south in Marnham Parish, however, the road to the Church has always been known as 'The Lane' by local residents and Cllr Bean advised her house documents say it is called 'Access Road', it has no Bassetlaw Council Street Name Plate – The Council would like to ascertain from Bassetlaw Street Naming Dept what name they have on file for this road?
- **Cllr Atkinson** – The Village Hall are looking for jubilee event volunteers and volunteers to deliver the V hall newsletter in each of the parishes.

47/22 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:55pm.