

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 **14th May 2024** at Dunham Village Hall, the meeting commenced at **7:00pm**.

Council Members & Officer Present

CLlr Madeline Barden
CLlr Carole Booth
CLlr Ben Lee
CLlr Ian Oakden
Current Vacancies
Ed Knox
John Ogle
Lewis Stanniland

Chairman
CLlr Emma Thorpe
CLlr Rachel Bean

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Clerk/Responsible Financial Officer
County Cllr
District Cllr

Also, Present

➤ Public Forum
None.

25/24 To Elect a Chairman of the Council

CLlr Booth **Proposed**, CLlr Thorpe **Seconded** that CLlr Barden be Chairman. 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.

26/24 To Elect a Vice-Chair of the Council

CLlr Bean **Proposed**, CLlr Thorpe **Seconded** that CLlr Ballinger be Vice-Chair. Therefore, the Council **resolved** that CLlr Ballinger be elected Vice-Chair.

27/24 To receive apologies for absence

After discussion, the council **resolved** to accept the apologies of Cllrs Ballinger, Sergison, Atkinson & Watkinson.

28/24 To receive declarations of interest

None.

29/24 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.

30/24 To receive reports from County and District Councillors

Dist Cllr Griffin – Did not attend.

Dist Cllr Stanniland – Advised an update on the Bassetlaw Ward Boundary Review process and urged the PC to respond when consultation for parish councils opens. CLlr Stanniland asked about the flood container and a discussion was had to clarify with the Bassetlaw Emergency Planning Officer if any costs would be involved with the siting of it.

County Cllr Ogle – Provided an update to the Council on County matters including flooding.

31/23 To Receive Internal Audit Report for 2023/24

After discussion, the Council unanimously **noted** the findings of the internal auditor. The Audit passed with some minor recommendations for the future based on the latest guidance when undertaking audits.

After discussion, the Council agreed to the recommendations apart from the separation of the AGAR forms into separate PDF scans. CLlr Barden called a vote and the Council **resolved** to adopt all recommendations except the separation of the AGAR which will continue to be scanned and uploaded as one PDF.

32/24 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2023/24

After discussion, CLlr Lee **Proposed**, CLlr Thorpe **Seconded** that the Council unanimously **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

33/24 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2023/24

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Booth **Proposed**, Cllr Oakden **Seconded** that the Council unanimously Council **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will upload the document to the webpage.

34/24 To Approve the Certificate of Exemption for Year Ending 2023/24

The Clerk circulated by email prior to the meeting the Certificate of Exemption. After discussion, Cllr Bean **Proposed**, Cllr Barden **Seconded** that the Council unanimously Council **approved** the signing of the certificate by the Chairman and the RFO. **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.

35/24 To Set the Period of Public Rights for the Year Ending 2023/24

The period recommended for the public rights notice by the external auditor is 3rd Jun 2024 to 12th July 2024. After discussion of the form. Cllr Lee **Proposed**, Cllr Booth **Seconded** that the Council unanimously Council **approved** the recommended dates. **Action**, the clerk will upload the notice to the website and Cllr Thorpe put in the noticeboards.

36/24 To Review & Re-adopt all formal documentation (Policies & Procedures)

After discussion, Cllr Oakden **Proposed**, Cllr Bean **Seconded** that the Council unanimously **approved** the re-adoption of:

- Standing Orders
- Financial Regulations
- Asset Register
- Complaints Procedure
- Expenses Policy
- Disciplinary and Grievance Procedure
- Health & Safety Policy
- Risk Management Policy & Assessment
- 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
- Dignity at Work 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, Dependents & 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.

37/24 To Appoint Internal Auditor for 2024/25

After discussion, Cllr Booth **Proposed**, Cllr Thorpe **Seconded** and the Council unanimously **resolved** to appoint Martin Cree as the internal auditor for 2024/25.

38/24 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 Oakden
- o Bassetlaw South East Forum – Cllr Barden
- o Bassetlaw Local Plan – Cllr Barden & Cllr Atkinson
- o Bassetlaw Flood Resilience Meetings, Flood & Snow Wardens – Cllr Lee (Rag), Bean (Fled), Booth (Dun) & Sergison (Darl)
- o Bassetlaw Planning Applications – #
- o Central Government Policy – Cllr Barden
- o School Governor – Cllr Watkinson & Cllr Barden
- o Fledglings Preschool – 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.

39/24 Finance:

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Ref</u>	<u>Item</u>	<u>Amount</u>
NALC	1	Annual Membership	£167.26
Holmes Groundcare	2	Grass Cutting – Mar	£92.70
Holmes Groundcare	3	Grass Cutting – Mar	£139.05
Cllr Thorpe	4	Mileage	£24.30
W Davies	5	Audit	£60

Total Payments

£483.31

Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 st ½ Precept	£8,722.50
Bassetlaw District Council	1 st ½ Concurrent Grant	£18
Bassetlaw District Council	1 st ½ Street Cleaning Grant	£273
Member of Public	Reptile Gardens Rent	£342.70
Member of Public	Allotment Rent	£16

Total Receipts

£9,372.20

Bank Balance

£37,140.42

Prior to the meeting, the Clerk had circulated the draft budget statement with potential precept requirements 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. * £379.25 Wildlife & Environmental Project Budget, Grant Funds currently raised and Ring-Fenced for the finalisation and ongoing maintenance of the project.

40/24 To Receive an update on Fledborough Broadband

Cllr Atkinson advised the following from the Notts County Council Broadband Engagement Officer at Notts County Council: "You may have seen that some Nottinghamshire premises have been included in what's known as a GIS contract – essentially a publicly subsidised broadband delivery scheme which is set to be delivered by BDUK (Building Digital UK – an executive agency of the Department of Science, Innovation and Technology). There was a

press release put out in February when the contract was signed and since then the supplier (Connexin) have begun their mobilisation process throughout the county with their build partners. The mobilisation process involves a variety of different civils work processes including test rod & rope (the process of assessing whether the existing infrastructure is suitable for delivery) and subduct installation amongst other tasks. Connexin have highlighted to me that they'll be in the parish shortly conducting these processes in order to survey the area for delivery. In some instances, this may require traffic management or road closures in order to operate in the highway in a safe fashion for both the contractor and members of the public. I wanted to bring this to your attention because due to the nature of the work there could be some disruption in the area to residents and businesses, or you may receive enquiries from parishioners querying what the work is related to.

There is expected to be activity in the following locations over the next week:

Laneham Road, Dunham on Trent, NG22 0UN

Cocketts Hill, Dunham on Trent, NG22 0UE

At this stage I'm not able to provide guarantees over whether eligible premises will be connected in the life of the contract, but as I receive that information when the deployment schedule is produced (we anticipate in around 12 months) I shall brief the parish council on which premises are set to be connected, and provide the good news when they're able to order service.

Should you have any further questions regarding the project please do not hesitate to get in touch."

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 or by phoning 0115 977 2532.

41/24 To Note in the Minutes the response to any planning applications via the scheme of delegation

The Council **noted** the following which have been responded to via the scheme of delegation:


- **24/00313/COU Autumn House Upper Row Dunham - Change of Use of Land from Agricultural to Domestic Use/ Part Orchard** -: The Council **resolved** to "support the application without any objection."
- **24/00467/HSE Demolish Existing Lean-to Rear Extension and Erect Single Storey Rear Extension 1 Station Cottages, Ragnall Road, Fledborough** - The Council **resolved** to "support the application without any objection."

42/24 To Receive Councillor's/Clerks' Reports including Road Traffic Accidents & County Council Highways Matters:

- **Noting of Accidents** – No new accidents on the A57

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:

County Council Item	Issue/Detail	Potential Solution	Progress Made
Darlington – Highways Safety issues & speeding A57	A local resident of Darlington advised potential speeding issues on A57 in the village and poor signage.	Notts Police to come do speed checks and Notts County Council Highways Manager to look at what additional signage could be possible, particularly any which encourages drivers to slow down and make them aware of the playground and school children crossing.	16/11/2022 PC Glenn Turner advised that he would speed check again before Christmas and choose a spot to deploy the speed gun so that any vehicles we pull over are done safely and we have to risk assess each location to ensure we don't cause a collision. 13/01/2023 PC Mitchell advised the Speed Camera Team have assured me they will put Darlington on their list of places to conduct road safety campaigns in the future as a positive improvement for the village and also a visible and proactive deterrent to the motorists who speed through it. 28/11/2022 The Highways Manager agreed to visit W/C 5 th Dec to ascertain what could be potentially done regards signage. 10/01/2022 The Clerk chased the Highways Manager for an update. 22/02/2023 Highways Manager update

		<p>"The data is back following the site visit and I've had a discussion with the colleagues regarding the data from the traffic survey and it does meet criteria for an interactive sign so we will look at getting a sign put in place at this location. This is now with NCC Transport Planning to assess the locations, effectiveness etc. I will hopefully have more information in the coming weeks or perhaps months depending on their workload but it is on their radar now.</p>  <p>The signs are like the one above but can differ in design at times, but more often than not they look like the image.</p> <p>03/04/2023 reply from Highways Manager 'I don't have timescales at the moment unfortunately, this is with NCC at the moment to assess.'</p> <p>22/09/2023 – Highways Manager advised <i>'Unfortunately this is now with NCC and we'll only find out more once they've assessed. I'll forward your email on in the hope to get some information.'</i></p> <p>18/10/2023 – Update from Highways Manager <i>"I have actually since emailed colleagues again to try and find out timescales, I'll await their response and hopefully be able to provide some clarity. I have previously requested this information with no avail but hope to apply some pressure to get this planned in."</i></p> <p>15/11/2023 Clerk chased Highways Manager for an update.</p> <p>22/11/2023 update from Highways Manager "I have spoken to LTP at NCC and this is on the list for inclusion in next year's 2024/25 programme by way of LTP and Programme Development Team. If you require any further information, Paul Hillier has said he is happy to answer directly: paul.hillier@nottsc.gov.uk"</p> <p>25/03/24 update from Paul <i>"The proposal has been included in the proposed works programme for 24/25 but, as yet, this programme has not yet been formally approved. I don't know when approval is</i></p>
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Dunham – Laneham Road	No Bus shelter	School Children (7 at present) have no shelter	<p>25/10/2023 - Transport Facilities Assistant advised 'Thank you for your request for a bus shelter to be installed at BA0745 Cartwright Close on Laneham Road, Dunham on Trent.</p> <p><i>As you may be aware, Nottinghamshire County Council has an extremely limited capital budget for investment in bus stop infrastructure, and this means only a limited number of new bus shelters can be installed each year. As a result, we are required to ensure that the limited funds are utilised to benefit the maximum number of passengers and to focus on supporting access to local bus services (rather than bus services dedicated for school children). At this particular bus stop, whilst it is used by school buses once a day, it is not served by any local bus services. It is therefore with regret that I'm afraid the County Council would not be a position to invest in a bus shelter in this location.</i></p> <p><i>I note that you enquired about the costs involved in providing a bus shelter in this location to help decide if the Parish Council could bid for funding to fund part or all of the investment. I've reviewed the site and concluded that significant civils works would be required to provide adequate hardstanding on which to install a bus shelter. It is also possible that land will need to be acquired beyond the highway extent to ensure a sufficient width of hardstanding can be maintained. The bus shelter would cost approximately £3.5k but I would estimate civils works of at least £5k and possibly up to £20k if one was to provide an uncontrolled dropped crossing point on both sides of the road plus the necessary hardstanding.</i></p>

			<p><i>I am really sorry not to be providing a more positive response but hope the above explains our position and provides the information you were seeking.</i>’ Cllr Watkinson to draft a response disputing the use of the bus stop, stating it is used by others, Clerk to then email this back to NCC and Cc in Cllr Ogle who will raise this bus shelter as a safety scheme issue. 21/11/2023 Cllr Watkinson emailed Cllr Ogle the required information with photos. 5/12/2023 Cllr Watkinson emailed County Cllr Ogle the required information on 21st Nov.</p>
Village Hall – Low St Dunham	No Directional Signage to Village Hall	NCC to install a sign	<p>01/11/2023 update from Assistant District Highways Manager to Cllr Lee – “Further to your enquiry regarding signage for the village hall in Dunham, I can inform you that I have already put forward a scheme for signage from the A57 direction.” 15/11/2023 Clerk chased Highways Manager and Cc Cllr Ogle to ask for clarification on timescales to install. 02/01/2024 Clerk Chased again. 03/01/2024 Highways Manager advised “No specific time for this but it will be done before April as its programmed for Quarter 4.” 09/05/2024 Assistant Highways Manager “Further to your e-mail below, having checked these are programmed to be done tomorrow Friday 10th May. “COMPLETED – Installed 10.05.24</p>
Fledborough Bend	Lack of sufficient warning of the bend to drivers	NCC to advise what improvements could be made	<p>14/11/2023 - 3 cars came off the road in 31 days and residents have asked the PC to explore what can be altered by Notts County Council. Highways Manager to asked to what safety measures could be implemented by the County Council now that the old reflector posts are gone and the chevron is very small. Cllr Atkinson to provide map/what3words location to send on with description of issue.</p>
Fledborough	Drainage Board Pump Capacity & Dyke Maintenance	Clarification wanted from Drainage board on pump capacity and maintenance of dykes etc	<p>09/01/2024 – Cllr Atkinson to draft an FOI request for the Clerk to send to the drainage board (who have ignored several email requests so far).</p>
Darlington	missing/damaged chevron signs on these S bends between Darlington & Tuxford (just before gliding club heading towards Tuxford).	Cars keep ending up in his fields as if they don’t know the road and there are no signs, they are not aware of how tight the bends are especially at night.	<p>Reported on 21/01/2024 by Cllr Watkinson CSC578961577 – Needs sign replacing.</p>
Darlington – A57	White lines missing/faded on A57 from Darlington towards East Markham	Makes it dangerous driving at night. NCC need to repaint the white lines	<p>Reported on 11/03/2024 by Cllr Watkinson CSC594932663 – White lines need repainting.</p>

New Items:

- **Cllr Bean** – Grant funding request to One Earth Solar submitted. Flooding on the access road in Fledborough, Cllr Bean to approach S.Ashworth Diggers regards restoring the drainage on the roadside. Cllr Bean will report the loose 40mph sign at Ragnall to Notts CC.
- **Cllr Booth** – Police speed checks took place recently in Darlton. The pathway from A57 to St Oswalds Park at the side of Coronation Terrace needs the Lengthsman to clear away vegetation.
- **Cllr Lee** – provided details from Cllr Atkinson regards the summery fayre, and can the new container when it comes be labelled up to advise of the contents. Cllr Lee asked for the Clerk to email Notts County Council to ask what the timescales are which the aim to respond to email enquiries from the public. Cllr Lee is looking into the possibility of a blue plaque for the church, the Clerk agreed to email the Churches Conservation Trust to see if permission could be granted for a plaque and also can they cut a pathway/clearance of the grass from the gate to the church door.
- **Cllr Barden** – Has attended the EDF, National Grid and Solar meetings. The Cottam chimneys are aiming to be demolished between Jan and Mar 2025 and the towers, Apr to Jun 2025. Asked for the Lengthsman to clear the vegetation from the pavement near the church in Ragnall and arrange for Dick Hewitt to cut the hedge after bird nesting season.

43/24 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:00pm.