

CARLTON-ON-TRENT PARISH COUNCIL

Minutes of the meeting of
Carlton-on-Trent Parish Council held
in the Village Hall, Main Street, Carlton on Trent on

Tuesday 5th June 2018 at 7.30pm

Present:

Cllr N Fletcher (Chair), Cllr M Martin (Vice-Chair), Cllr M Eley, Cllr L Hopkins, Cllr F Jerome, Cllr M McKinnon, Cllr R Whate, DCllr S Michael, T Grimes (Clerk) and 1 member of public

1) To consider any apologies for absence

CCllr BL gave apologies for not attending and DCllr SM gave apologies for being late having been to another meeting.

2) To receive any declarations of interest in items on the agenda

MMA declared an interest in the clerk's payments.
ME declared an interest in the planning application.

3) To accept the minutes of the Annual Parish Council meeting held Tuesday 1st May 2018

The minutes were approved as a true record of the meeting and were signed by the chair.

4) To review the minutes of the Annual Village Meeting held Tuesday 1st May 2018

The minutes were checked and agreed to be a true record of the meeting.

5) 10 minute open forum to receive questions and comments from members of the public

A resident raised concerns about the planning application – specifically relating to the obscure glazed windows on plot 3 which did not appear to be obscure.

NF reported that a resident emailed the council asking for support in trying to get some action over the sewage pump which failed again over the weekend. The email suggested that DCllr SM and CCllr BL might be asked to put pressure on Severn Trent. The clerk informed the meeting that DCllr SM had relayed a message from CCllr BL who had arranged for Severn Trent to attend the start of next weeks Sutton on Trent Parish Council meeting and would welcome a representative from Carlton to raise issues. It was agreed that someone would attend – first option being given to the resident reporting the issue.

6) To note any matters arising from the minutes of 1st May 2018

a) Village Hall Noticeboard

The clerk reported that she had sent the application for a planning exemption with a request for an invoice due to the parish council being unable to pay via a website and NSDC no longer accepting cheques. A response had been emailed acknowledging receipt of the form but saying that it would not be considered until a payment was received and that on this occasion they would accept a cheque. Having already approved the payment at a previous meeting a cheque was signed.

b) Standing Orders and GDPR Policies

The clerk produced the policies which had been altered as per the previous meeting and these were signed.

c) Insurance renewal

The clerk informed councillors that the insurance was renewed with Came & Co due to no other quotes arriving prior to the renewal date.

7) To receive updates on any District & County Councillor matters

DCllr SM reiterated the message from CCllr BL inviting a representative to attend Sutton on Trent PC meeting at the Methodist Chapel Hall on Tuesday 12th June at 7.30pm. LH reported that she had been asked to raise awareness of the Rural Crime Survey and the clerk agreed to find out the deadline and to circulate details if a response was required before the next meeting.

8) To discuss the findings of the village walk identifying plots for the Housing Needs Survey

There was discussion about the impact of filling in green field sites within the village curtilage and the fact that the identified sites were either in high risk flood zones or belonged to land owners who would not want to sell.

RESOLVED: Not to take this matter any further.
(proposed MMc, seconded LH, carried by 5 votes to 1 with 1 abstention)

9) To note the outcome of the LIS Funding Application and to consider it's implication

The clerk confirmed that the application for funding had been successful and that formal quotes for the installation work and the noticeboard now needed to be submitted. FJ offered to find a noticeboard with 3 panels in green of classic design to circulate for final approval before submission. It was agreed that, if possible, someone would meet with Mike Keeling and Kevin Parker of R and P Groundworks when they make a site visit to produce a quote.

10) To set up a personnel committee as per the new standing orders

The clerk reported that Notts ALC advice regarding concerns over who should be on the committee, was to set up a committee and determine the terms of reference in order to meet the standing order requirements and then to consider membership changes if and when an issue arises which could not be dealt with by the membership at that time. NF asked for volunteers to sit on the committee; NF LH and RW volunteered. The clerk had circulated two sample terms of reference prior to the meeting.

RESOLVED: To adopt the terms of reference below.
(proposed LH, seconded NF, carried unanimously)

Purpose of Staffing Committee

This committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) and to manage the clerk.

Terms of Reference

- a) To consider grievance or disciplinary matters in accordance with the council's grievance and disciplinary policies.
- b) To manage, supervise and appraise the clerk, administer leave requests and record and monitor absences from work.
- c) To consider any appeal by the clerk against a decision on pay.

11) To receive feedback from councillors on any meetings/training attended

None.

12) To review Council Policy and amend as appropriate

a) Code of Conduct

Prior to the meeting, the clerk circulated an updated policy with all references to reporting Appendix B interests to the Monitoring Officer having been removed, as recommended by the monitoring officer.

RESOLVED: To adopt the amended policy.
(proposed NF, seconded MMA, carried unanimously)

b) Grievance/Complaints Procedure

The clerk circulated the model grievance and disciplinary policies from NALC prior to

the meeting, reporting that they follow standard ACAS approved procedures.

RESOLVED: To adopt the policies.
(proposed NF, seconded MMA, carried unanimously)

13) To consider any planning matters

a) Notifications received

None

b) Planning applications to discuss - 18/00698/FUL: Park Farm – variation of plans from 06/01847/FUL

FJ and LH had carried out an extensive site visit comparing old and new plans and they explained the proposed works. It was suggested many changes would have no impact but that some would and were therefore worthy of note:

- Plot 3 East elevation - re-positioning of windows. These windows overlook properties making privacy of neighbouring gardens an issue. The original plans stated 3 smaller windows with obscure glass. Despite a site visit by Chris Briggs (planning officer), neighbouring residents report that objects such as step ladders can still clearly be seen inside the property so think inhabitants may still be able to see out. The council were informed that changes had been made to meet current building regulations so two larger windows were necessary. It was suggested that a condition be requested enforcing obscure glass in these windows. Neighbouring residents would also like confirmation that future inhabitants would not be able to change these to clear glass.
- Plot 3 North elevation - addition of roof lights. The dormer windows appear to sit on the wall joists meaning that they will overlook neighbouring gardens and will give direct line of sight through the windows of the barn resulting in loss of privacy for those properties. It was suggested that there be a condition imposed so that these have to be set at a height which prevents inhabitants from looking out.
- Plot 5/6/7 North East Elevation - addition of window at first floor. Plot 7 overlooks other properties so there would be a loss of privacy resulting from the addition of this window and it was suggested that this be removed. Plot 5 and 6 do not overlook other properties so their windows have no impact.
- The public footpath no longer follows the route on the plan, having been moved several years ago.

RESOLVED: To reject the amendments stating the reasons given above.
(proposed LH, seconded MMA, carried unanimously, ME did not vote)

c) Any other planning business

None

14) To discuss and respond to the following consultations

a) Notts Local Geological Site Selection

It was felt that there were robust methods for selection of sites and no comments were necessary.

15) To consider the following financial matters

a) To note the bank reconciliation

The clerk tabled the corrected April bank reconciliation which was checked and signed by the chair.

The clerk then tabled the May bank reconciliation which was also checked and signed by the chair.

b) To approve the following payments

i) Clerk PAYE reimbursement - £8

The clerk reminded councillors of the payment made to HMRC in May 2017 which had since been refunded to the council for repayment to the clerk as there was no tax liability.

RESOLVED: To refund the clerk's PAYE payment.
(proposed NF, seconded ME, carried unanimously, MMA did not vote)

ii) Planning Training – TBC

MMc was unable to attend any training due to the events clashing with the school run so no payment was necessary.

iii) Clerk's Office expenses – TBC

The clerk provided receipts for paper, wine for the internal auditor and a book of stamps totalling £21.18

RESOLVED: To pay the expenses.
(proposed NF, seconded ME, carried unanimously, MMA did not vote)

iv) VH Fee (on account) - £9 from 1st May plus this meeting – TBC

The clerk noted that the village hall fee had been omitted from the May agenda but that the two meetings had actually covered 3 hours, not the two hours covered by the council meeting as recorded in the minutes. There was therefore £9 on account. The fee for this meeting was set at £6 for 2 hours, totalling £15 on account to date.

c) To note the following payments

i) Standing Order for Clerks Wages to March £170.59

The payment was noted.

16) To raise any other business which may need to be included on the agenda of the next meeting

The clerk tabled a copy of Clerks and Councils Direct and a letter from Robert Jenrick which were put in the pack for councillors to read.

RW reported a broken stile and footpath sign post. DCllr SM informed councillors that it was the landowners responsibility to repair stiles but Highways responsibility to replace the sign; if reported Highways would approach the land owner about the stile. RW offered to report the issue.

NF suggested the Rural Crime Survey be included on the next agenda if the deadline extended beyond the meeting.

17) To note the date of the next meeting and those for the coming year

The next meeting will be Tuesday 3rd July at 7.30pm.

The meeting closed at 9pm