

CAUNTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 13 June 2018 in Dean Hole School commencing 7.30pm

Present: Councillors:

B. Robins
 C. Harvey
 A. Baugh
 C. Webb
 S. Michael
 S. Routledge (Vice chair)

In attendance:

C. Millward (Clerk)
 Members of the public (1)

| | DISCUSSION AND DECISIONS | ACTION |
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| CPC/99/18 | Apologies for absence: Apologies were received and accepted from councillor Jagger. Councillors Laughton and Saddington were absent. Councillor Routledge chaired the meeting in councillor Jagger's absence. | |
| CPC/100/18 | Declarations of interest: Councillor Michael declared a disclosable pecuniary interest as landowner with regard to item 10d (Allotment rents) and 14d (Village environment – Provision of allotments) and a personal interest in item 11 b (Planning matters – 18/00515/18). Councillor Routledge declared a disclosable pecuniary interest as creditor with regard to item 10b (Accounts for payment). There were no other declarations of interest, direct or indirect, in any items of business on the agenda. | |
| CPC/101/18 | Dispensations: None required. | |
| CPC/102/18 | 10 Minutes public speaking: Nothing raised. | |
| CPC/103/18 | Minutes of the previous meeting: The minutes of the meeting held on 9 May 2018 were agreed as a true record and signed by the chair. | |
| CPC/104/18 | Matters arising: <i>CPC/79/18 - Election of Officers</i> – Councillors noted that Caunton 2000 held approximately £200 in funds. Following further discussion, it was agreed that the need for Caunton 2000 should be reviewed sooner than January 2019. To be agenda item for July meeting. There were no other matters arising. | Agenda July 18 |
| CPC/105/18 | Reports from district and county councillors: No councillors present. | |
| CPC/106/18 | Reports from Councillors: No reports. | |
| CPC/107/18 | General Data Protection Regulation – Update and associated documents: The clerk had uploaded Data Protection Policy and privacy notice to the website. She had completed the information audit. Councillors completed their GDPR compliance checklists and consents and passed them to the clerk. Councillors noted NALC's advice that the Google subscription email | |

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| | <p>service should be regarded as GDPR compliant. The clerk will subscribe the council to the service.</p> <p>The clerk reminded all councillors of the importance of not sharing personal information any more widely than necessary for the purpose for which it is held and of their wider confidentiality obligations.</p> <p>The clerk will seek NALC's advice regarding sharing contact details with and within the Allotments Committee.</p> | <p>Clerk</p> <p>Clerk</p> |
| CPC/108/18 | <p>Financial Matters:</p> <p>a. Financial position as at 31 May 2018: Councillors considered and noted the clerk's report showing the precise financial position at 31 May 2018 (incorporating the 2018-19 budget figures). The vice chair verified the stated balances against the reserve bank statement.</p> <p>b. Accounts for payment: Having declared an interest, councillor Routledge withdrew from the meeting. The council unanimously approved six payments totalling £3097.38, the payment of £242 to be deducted from the best kept village reserve and of £1133.25 to be deducted from the CIL levy. The clerk will verify that the CIL levy may be applied towards the legal fees incurred in the acquisition of the allotments.</p> <p>c. Approve statement of public land value: Councillors confirmed that a value of £1 each should be attributed to the playing field land and the allotments, being the land held by the council which is open to the public. Councillors approved the statement on this basis.</p> <p>d. Allotment rents: After discussion, councillors decided that the rents should be paid to and held by the council as landowner and responsible financial body, rather than to the Allotments Committee. All rents to be paid by BACS transfer. No cash to be accepted.</p> <p>Councillors approved the draft lease subject to alignment with the head lease. The clerk will make any necessary amendments.</p> <p>e. Parish magazine – Donation: Councillors had not received a formal request for a donation from the editing team. Remove as agenda item until formal request received.</p> | <p>Clerk</p> <p>Clerk</p> |
| CPC/109/18 | <p>Planning matters:</p> <p>a. Applications: None.</p> <p>b. To note planning decisions by NSDC:</p> <p>i. 18/00515/FUL THE DEMOLITION OF AN EXISTING CATTLE SHED AND THE RELOCATION AND CONSTRUCTION OF A NEW LARGER CATTLE SHED. Moorbeck House Mill Lane Caunton – Approval noted</p> <p>ii. 18/00577/FUL Proposed single storey side extension to dwelling to form self contained accomodation Rose Cottage, Mill Lane, Caunton - Approval noted</p> <p>iii. 18/00830/TWCA – Fell ash (x1) – Downlea, Beckway, Caunton - Approval noted</p> <p>c. Enforcement matters: None.</p> | |
| CPC/110/18 | <p>A616 – 50 mph speed limit/alternative traffic calming measures: Councillor Laughton absent. No developments reported.</p> | |
| CPC/111/18 | <p>Village services including monthly property managers' inspection report including telephone kiosk and defibrillators:</p> <p>The telephone kiosk defibrillator had been used. Councillors noted that the defibrillator had been incorrectly removed by the ambulance service but had now been returned, reinstalled and was working. The</p> | |

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| | <p>clerk will order replacement pads. Councillors Routledge and Jagger confirmed that, otherwise, there were no issues to report.</p> <p>Councillors reviewed the use of the defibrillator and noted that, in the urgency of the situation, users did not appear to have understood the instructions for opening the cabinet. Councillor Routledge will design a further set of instructions to address the misunderstanding which appeared to have arisen, include the instructions in the parish magazine and update the contact details on display. He will also let the clerk have the battery expiry dates for both defibrillators.</p> | <p>Clerk</p> <p>SR</p> <p>SR</p> |
| CPC/112/18 | <p>Village environment and appearance including:</p> <p>a. Playground including monthly property managers' inspection report: Councillor Baugh confirmed that he had inspected the equipment and no issues had been identified. He is liaising with the contractor regarding completion of the work to the chains and inspection of the zip wire platform</p> <p>b. Best Kept Village Competition group report: Councillors noted all the activities by individuals and groups and the beautiful displays. They thanked everyone involved.</p> <p>c. Village signs: Councillors were delighted that the bid had been successful. The chair is obtaining a revised quote for the new design. New design to be an agenda item for the July meeting. Councillors discussed the locations of the signs and agreed that they should be located:</p> <ol style="list-style-type: none"> 1. On the wide verge of Newark Road before the first bungalow on the right entering the village from A616 2. On Mill Lane adjacent Moorbeck House to replace the existing sign. <p>The clerk will ask the chair to provide photos of precise locations for the signs with clear markers. She will then submit a request to NCC Highways for approval.</p> <p>d. Provision of allotments including authorised signatories: Councillor Routledge reported that there were two remaining allotments. He is obtaining a quote for the new gate. Councillors thanked councillor Baugh for taking up all the hard soil. Councillors authorised the clerk and councillor Routledge to sign the allotment leases on behalf of the council, with only one signature being necessary.</p> <p>e. Drainage/flooding issues including Mill Lane – Pooling water: Councillors hoped that the issue on Mill Lane near Kiln Cottage was nearing a resolution. The clerk will re-report the debris on Ford Lane and check that the damage to the bridge is being addressed by NCC Highways. The clerk confirmed that a new problem with drains on Manor Road had been reported the previous week.</p> <p>f. Street light - Norwell Road near Hedge Row: Councillor Laughton absent. No developments reported.</p> | <p>AB</p> <p>Agenda</p> <p>Clerk</p> <p>Clerk</p> |
| CPC/113/18 | Service faults: Nothing raised. | |
| CPC/114/18 | <p>Correspondence: Item a – NCC - Civic service invitation – 24 June 2018 - The chair will attend.</p> <p>Item d – NSDC - Sky lanterns and helium balloons policy – Councillors support the policy. Councillor Routledge will include a report in the parish magazine and send a copy to the clerk for publication on the website.</p> <p>Councillors noted an item of correspondence received after circulation and display of the agenda referring to problems with dog fouling. They were disappointed that this continues to be an issue caused by a small</p> | <p>SR/ Clerk</p> |

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| | <p>minority, particularly where the village was working so hard to enhance the village environment. Councillor Routledge will again urge dog owners to clear up in the parish magazine. He will send a copy to the clerk for publication on the website.</p> <p>All other items of correspondence noted together with NSDC's notification of the Tour of Britain route received after circulation and display of the agenda.</p> | SR/ Clerk |
| CPC/115/18 | 10 Minutes public speaking: Nothing raised. | Clerk |
| CPC/116/18 | Agenda items for next meeting: As above. | |
| CPC/98/18 | Date of next meeting: Wednesday 11 July 2018 at 7.30 pm. | |

The meeting closed at 8.55 pm.