

DRAFT MINUTES: CORBY GLEN PARISH COUNCIL

Draft Minutes of the meeting held on Wednesday June 14th 2023 at 7.00pm in the Willoughby Gallery, Corby Glen.

Present: Cllrs Lamming (Chair), Ellam, Harwood, Shepperson & Walsingham.

In attendance: 3 residents, Mrs. S. Woodman (Parish Clerk).

Open Forum:

Cllr Walsingham thanked the Sheep Fair committee for approaching us to share internet costs, agenda item 35/23

The council wanted to get in touch with the Christmas Tree Fund to determine whether the group required support.

A resident expressed his concern regarding speeding on Swinstead Road and the damage being caused to his property, and asked what action the council could take to stop / reduce this, especially in respect of large vehicles. The chairman explained the action the Community Speed Watch (CSW) is currently taking, but this is at present limited to the A151 at the wish of Lincs Road Safety Partnership (LRSP), who will now be contacted to request permission to extend operations to Swinstead Road. It is recognised that this is just a deterrent. The builders should also be requested to ensure their vehicles obey the speed limit, and the police alerted to the situation, especially following the recent major accident on the A151. In the meantime, the resident was also recommended to contact LCC direct himself about the issues – CGPC is happy to support him in this.

1. Apologies for absence: Cllrs Clink, Cook & Evans. Reasons given and accepted.

2. District and County Councillors' Reports: none

3. The minutes of the meeting of the Council held on Wednesday May 10th 2023 were approved unanimously.

4. Councillors' Declarations of Interest: Cllr Shepperson declared an interest in matters relating to Allison Homes.

5. Review of Action Log:

06/23 Tree Survey: Planning allowed for urgent work; application submitted for other work.

6. Clerk's & Chairman's reports on matters outstanding:

75/20 Superfast Broadband: In progress.

12/22 Consider state of benches, bins, phone box, noticeboards & options to fix:

Phone Box: The area has been cleaned, the perspex panels fixed in place and the decals affixed; a black background is to be considered; BT sign to be obscured with a cork board. Cllr Shepperson will source fixings for the bottom panels. Bookcases are being sourced. Unseemly activity has been reported behind the phone box; Cllr Shepperson offered to supply CCTV signs. The chairman thanked Mrs Andrew. Mr Kiely and Mrs Partridge for their efforts in achieving this.

Benches: The bench on Bourne Road is considered too broken to fix. The purchase of a new bench similar to that at the bottom of St John's Drive is to be considered (Cllr Shepperson to send the clerk a photo; clerk to obtain 3 quoted for a 2 seater bench).

57/22 Community Congress: The Warm Space meetings are not taking place at the moment. With assistance from Bea, Cllr Lamming is applying to the Lottery fund for additional funding.

42/23 Thanks (KA, AC & MC, JC): The chairman formally thanked Mrs Andrew for her work and support during her time as a councillor; Cllr Clink and the Musson's Close stakeholders for the upkeep of the land in the centre of the Close and the new benches there; and Cllr Cook and Mr Lamming for procuring and installing the swing uprights.

09/16 Neighbourhood Planning: The chairman shared Cllr Clink's report with the meeting.

7. Matters to be resolved:

34/23 Consider co-option of new councillor: A vacancy for a new councillor had been advertised. One nomination had been received from Kelly Harty. In the absence of other nominees, Mrs Harty was unanimously co-opted onto the council and signed her Acceptance of Office.

02/23 Consider how best to make use of Cllr Hill's offer of 2 days labour:

Cllr Walsingham agreed to purchase the required materials and provide the necessary tools. A budget of £50 was agreed unanimously. Cllr Walsingham is unfortunately no longer available to liaise on June 29th; the main contact will be Cllr Lamming (volunteers to meet at her house), with Cllr Ellam also agreeing to assist. Clerk to inform LCC.

Clerk to print 10 Wet Paint signs on plastic paper provided.

03/23 Maintenance of village web site: Mr Miles thanked Cllr Cook and Mr Sanderson for their support and reported on changes he has already applied and explained in detail the issues he is experiencing in maintaining the web site. He has set up a test site on a server loaned by Cllr Ellam.

It was agreed that a meeting should be arranged between Mr Miles, Mr Sanderson, Cllr Cook and Cllr Shepperson to review the issues and agree a way forward.

In the meantime, councillors were requested to access their details (via the microscope icon) and check they are correct. Photos will also be required.

The chairman thanked Mr Miles again for undertaking this work.

Cllr Ellam had noted that the council does not have a Social Media policy. One will be provided if the privacy package proposed by Mr Miles is purchased.

35/03 Consider sharing cost of hosting village web site with CG Sheep Fair: The Sheep Fair Committee had approached the council to ask to share the web hosting. Cllr Walsingham was concerned that this might be in breach of regulations – clerk to check. Subject to a satisfactory response, the council voted unanimously to go ahead.

43/22 Lighting of footpath between Barleycroft & Pridmore: Cllr Ellam has removed most of the wiring and the non-functional lights and disconnected the supply from Ms Cooper's house. He had studied the quotes previously obtained for renewal and considered them reasonable.

However, he recommended that, instead, the council spend £40 on 6 new solar movement sensitive lights, which would stand no prouder than the previous. Ms Cooper is agreeable to these being attached to her fence. The council agreed unanimously to Cllr Ellam's recommendation.

36/23 Consider signage clarifying restrictions on The Green: Signage on the Green explaining restrictions was considered too heavy handed. To be reconsidered at a later date.

39/23 Overhanging foliage on St John's Drive: The issue, raised as a result of a resident's complaint, was discussed. Cllr Shepperson agreed to speak to the owner concerned initially, rather than involving LCC at this point.

40/23 Purchase of more poo bags: The clerk was authorised unanimously to purchase biodegradable poo bags to the value of £30.

8. Reports from:

Planning: to consider planning applications received prior to & after publication of the agenda:

S23/0499 Swinstead Road, DWH – Bus Stop: *Clerk to respond that the bus stop should be positioned well clear of the blind bend and that no part of the hedge should be removed during its installation. Also, as no regular bus service along this road, query the need.*

S23/0884 Manor House, Irnham Rd, Mr Kerry – Erection of single storey annex: *No objection*

S23/0901 Irnham Grange, Irnham Rd, Mr Kerry – Garage + extension: *No objection*

S23/0976 Ferndale House, Swinstead Rd, Mrs Waumsley – Conversion for Airbnb + erection of a Work from Home unit: *No objection*

S23/0991 The Green, Parish Clerk – Tree work for CGPC: *No objection*

S23/0984 Tanglewood Cottage, High St – Install Comms equipment + pole: *No objection*

S23/0992 8 High St, M Silabon & T Leete – Various changes resulting from building work: *No objection*

Greens Working Group:

07/21 Playground Equipment Maintenance:

Swing uprights: Now installed by Cllr Cook & Mr Lamming.

Picnic table & benches: Cllr Ellam has repaired the picnic table; materials to repair the benches have been considered – recycled plastic wood appears to be as expensive as oak.

Rocking Horse: Repair still needed. Cllr Ellam will investigate.

Annual Inspection: Due in August. Playsafety have quoted £75 + VAT; plus £42 + Vat if accompanied. It was agreed unanimously that an accompanied inspection is preferred. Changes / repairs recommended are to be prioritised.

41/23 Appoint Greens Committee: With recent councillor resignations, a new Greens Committee needs to be appointed. The duties of the Greens Committee were explained to councillors. Cllrs Shepperson, Harty and Harwood join Cllr Walsingham. An inspection rota for monthly inspections needs to be agreed amongst members.

9. Payments and Accounts

(i) Bank balances – monthly update approved unanimously as set out below.

(ii) Invoices for payment – Councillors resolved by a majority (6 for, 1 abstention) to approve payments as set out in schedule below.

Opening Bank balance from 1st May 2023	£27,735.31
Income received on bank statement:	
British Sugar – Donation	£350.00
Community Cleaner Grant	£463.32
Invoices cleared on bank statement:	
Neighbourhood Plan Grant Refund	£1,727.00
Data Protection Fee (DD)	£35.00
S. Woodman – clerk’s wages	£272.04
S. Woodman – clerk’s expenses	£26.00
HMRC – clerk’s PAYE	£68.00
CDPC – Community cleaner	£172.40
MCS – Grass Cutting	£268.00
S. Woodman - Stationery	£4.60
Cllr Walsingham – Trees	£8.00
Annual Insurance	£910.75
CSR Room hire – Community Congress	£20.00
CSR Room hire – EGM	£20.00
Mrs Woodman – Land Registry Searches	£9.00
Additions Accounting – Audit	£90.00
Cllr Clink – Coronation Banner	£47.82
Cllr Walsingham – Road Closed Signs	£120.00
Cllr Walsingham – Flutes	£17.45
Cllr Walsingham – Playground Materials	£3.00
Closing Bank Balance 31st May 2023	£24,729.57
Payments to be authorised/cleared:	
S. Woodman – clerk’s wages	£272.04
S. Woodman – clerk’s expenses	£26.00
HMRC – clerk’s PAYE	£68.00
CDPC – Community cleaner	£172.40
MCS – Grass Cutting	£268.00
CSR Room hire – Calm	£15.00
CSR Room hire – Choir	£30.00
S. Woodman – Stationery	£2.58
Mrs Andrew – Decal for phone box	£82.74
J&P Metal – Swing uprights	£1,323.60
CSR Room hire – Choir	£60.00
Estimated remaining NatWest bank balance (excluding all Funds)	£22,409.21 (£21,554.95)
<u>Community Support Fund (Allison Homes)</u>	
Donation received	£1,000.00
Previous costs	£210.00
New costs	<u>£105.00</u>
Remaining:	£705.00
<u>Phone Box Area Fund (NISA)</u>	
Donation received + VAT Refund	£788.00
Previous costs	£546.00
New costs	<u>£82.74</u>
Remaining:	£149.26

10. Matters to be further discussed at this meeting:

19/22 Use of S106 funds from DWH development / residents’ consultation: Deferred

56/22 Emergency Planning: Deferred

14/23 Town & Parish Community Fund: The clerk explained that the current Financial Regulations do not insist on 3 quotes, so accepting Western Power’s quote for electricity supply to the Market Place would not be a contravention.

Clerk to contact Cllr Hill and determine how to access funds – £5,000 to be requested.

17/23 Refurbishment of Market Place: The chairman explained that the council would like to make the Market Place more attractive to leave the centre empty for the installation of bench/es & planter/s plus a power supply. Electric charging points are for the future as LCC's rollout does not cover rural areas.

18/23 Inventory of Winter / Spring flowers: Required to avoid the 'accidental' disturbance.

23/23 New Row retaining wall: The clerk had obtained 3 quotes for the repair. Councillors were asked to look at the wall and consider what action is appropriate. To be considered further at the next meeting.

24/23 Tanners Lane ditch: Originally raised by Mr Fowler. We have raised the issue to LCC and we believe LCC have written to the landowner, Clerk to request him to raise his concerns direct with LCC.

25/23 Barleycroft – Pridmore footpath surface: The trip hazard remains a concern; to be considered with S106 funding.

26/23 Pothole reporting: to direct people to corbyglen.com. link to LCC or directly to LCC

28/23 War Memorial, letters missing: Hirst Conservation will survey. Awaiting their report / quote.

29/23 Leaflet with Telephone contacts (Anglian Water, Electric board etc.) & map of village with street names: not discussed.

31/23 Consider the purchase of a PA system for the Parish Council: Search continuing. Cllr Lamming to liaise with Cllr Shepperson.

36/23 Zig zag lines opposite the primary school: This area is now more congested with the 2 extra houses being built. Clerk to contact LCC Highways & request zig-zag lines opposite the school.

37/23 Funding for current work streams: Not discussed further.

38/23 Issues associated with the new housing estates and how to minimise any disruption: Concern is primarily with the Nottingham Housing Association development being undertaken by Modus Partnerships, who are failing to comply with requirements. Cllr Ellam to email Cllr Robins with the council's concerns.

43/23 Consider providing a bin on the Coronation Road grass area: This area is increasingly used as a play area by local children, Residents have agreed to empty the bin themselves. Clerk to obtain 3 quotes for a small bin.

11. Next meeting:

The next regular meeting will take place on Wed 12th July 2023 at 7.00pm in the Willoughby Gallery, Corby Glen.

Meeting closed at 9.06pm.

Mrs. Sue Woodman – Parish Clerk

Action Log 14th June 2023

Ref	Action	Responsibility	Date by
O/F	Contact Christmas Tree Fund to determine whether the group is still operational	Clerk	12/7/23
O/F	Contact LRSP – request permission to extend CSW operations to Swinstead Rd; Contact Allison Homes, DWH & NHA/Modus to request their vehicles be mindful of the speed limit; Contact police to inform them of the issue – especially following the recent major accident on the A151	Clerk	12/7/23
07/21	Playground Equipment Maintenance Investigate additional funding Inspections: Ensure records up to date Picnic bench: Investigate options	Cllr Lamming Cllr Walsingham Cllr Ellam	12/4/23 12/4/23 asap
12/22	Phone box Area: Source fixings for the bottom panels Supply CCTV signs Provide / fix cork board – to be provided by Benches: Send clerk a photo of the bench the bottom of St John's Drive Obtain 3 quoted for a similar 2-seater bench	Cllr Shepperson Cllr Shepperson Mr Kiely / Cllr Lamming Cllr Shepperson Clerk	12/7/23 12/7/23 12/7/23 asap 12/7/23
19/22	Use of S106 funds: Investigate & cost white gates Provide details of traffic calming measures used elsewhere Determine how long the funds remain available	Cllr Walsingham Cllr Shepperson Cllr Robins	14/6/23 14/6/23 14/6/23

Ref	Action	Responsibility	Date by
57/22	Community Congress: Investigate additional funding Assess re-cementing of village pump with Mr Lamming Determine detail of work to be carried out	Cllr Lamming Cllr Cook Cllr Walsingham	12/7/23 12/7/23 12/7/23
43/22	Lights not working between Barleycroft Road and Pridmore: Purchase 6 new solar movement sensitive lights (budget £40) and install	Cllr Ellam	12/7/23
02/23	Cllr Hill's offer of 2 days labour: Liaise with LCC Purchase required materials and provide the necessary tools (budget £50); Inform LCC that the main contact will be Cllr Lamming; Volunteers to meet at her house; Assist as necessary Clerk to print 10 Wet Paint signs on plastic paper provided. Provide access to water & facilities	Cllr Lamming Cllr Walsingham Clerk Cllr Lamming / Cllr Ellam Clerk Cllr Lamming	29/6/23 29/6/23
03/23	Web Site: Access personal details (via the microscope icon) and check correct. Meet to review Mr Miles's issues Social Media policy: Ascertain whether LALC has a template Develop policy if necessary	All Mr Miles, Cllr Cook, Mr Sanderson, Cllr Shepperson Clerk Cllr Ellam	12/7/23 12/7/23 asap 12/7/23
06/23	Tree Work: Remove basal growth	Cllr Evans / Harwood	14/6/23
35/23	Consider sharing cost of hosting village web site with CG Sheep Fair: Confirm legality of sharing the hosting of Sheep Fair web site with LALC	Clerk	12/7/23
14/23	Town & Parish Community Fund: Contact Cllr Hill and determine how to access funds – £5,000 to be requested.	Clerk	12/7/23
23/23	23/23 New Row retaining wall: Look at the wall and consider what action is appropriate.	All	12/7/23
24/23	Tanners Lane ditch: Request Mr Fowler to raise his concerns directly with LCC.	Clerk	12/7/23
26/23	Pothole reporting: Draft item for the web site to encourage residents to report potholes themselves.	Cllr Walsingham	14/6/23
28/23	War Memorial, letters missing: Get Hirst's report / quote.	Clerk	12/7/23
29/23	Leaflet with map of village with street names: Investigate production of an A4 sheet with all the village street names on	Cllrs Walsingham & Shepperson	14/6/23
31/23	Consider the purchase of a PA system for the Parish Council: Continue investigation	Cllr Lamming / Cllr Shepperson	14/6/23
34/23	Consider co-option of new councillor: Notify SKDC of new councillor Complete Dpi and deliver to clerk	Clerk Cllr Harty.	asap asap
36/23	Zig zag lines opposite the primary school: Contact LCC Highways & request zig-zag lines opposite the school.	Clerk	12/7/23
38/23	Issues associated with the new housing estates and how to minimise any disruption: Email Cllr Robins with the council's concerns re the failure of the Nottingham Housing Association / Modus Partnerships development to comply with requirements	Cllr Ellam	12/7/23
40/23	Purchase of more poo bags: Purchase biodegradable poo bags (budget £30).	Clerk	12/7/23
43/23	Consider providing a bin on the Coronation Road grass area: Obtain 3 quotes for a small bin.	Clerk	12/7/23
S23/ 0499	Swinstead Road, DWH – Bus Stop: Respond that the bus stop should be positioned well clear of the blind bend and that no part of the hedge should be removed during its installation. Also, as no regular bus service along this road, query the need.	Clerk	asap