

Minutes of the Farndon Parish Council held on Monday, 21st May 2018 at 6.00pm in the Small Hall, Memorial Hall, Farndon

Present: Councillor M Baker, in the Chair
Councillor Mrs Bayne
Councillor A Duckmanton (arr 6.13pm)
Councillor N Rhodes-Yeomans
Councillor J Teixeira-Gomes

Also in attendance: District Cllrs B Laughton, I Walker, K Walker and N Mison, County Councillor Mrs S Saddington, Mr Dodson and Mr Swanwick (FREG), Mr J Pope, GPS Planning and 40 members of the public

FPC18-001 Apologies for absence

Received and accepted from Cllr M Oldham.

FPC18-002 To Elect the Chairman of the Council for the Civic Year 2018/19

The Clerk called for nominations to the position of Chairman of the Parish Council for the Civic Year 2018/19.

Councillor Mrs Bayne proposed Councillor Baker, seconded by Councillor Teixeira-Gomes.

A vote was taken on this nomination and the proposal was carried UNANIMOUSLY.

The Clerk declared that Councillor Baker was duly elected as Chairman of the Parish Council and asked that he sign the Declaration of Acceptance of Office.

FPC18-002 To elect the Vice-Chairman of the Council for the Civic Year 2018/19

The Chairman called for nominations to the position of Vice-Chairman of the Parish Council for the Civic Year 2018/19.

Councillor Mrs Bayne proposed Councillor Oldham, seconded by Councillor Baker.

A vote was taken on this nomination and the proposal was carried UNANIMOUSLY.

The Chairman declared that Councillor Oldham was duly elected as Vice-Chairman of the Parish Council. As Councillor Oldham had given his apologies, it was AGREED that the Clerk would arrange for him to sign the Declaration of Acceptance of Office.

FPC18-003 Declarations of Interest

It was AGREED that any declarations of interest would be stated by Members as required during the meeting.

FPC18-004 Correspondence – Application for Co-Option to the Parish Council

Members had been circulated with an application Mrs Sarah Kingston for co-option on to the Parish Council.

After consideration, Members were pleased to accept the application and welcomed Mrs Kingston as a Member of the Parish Council.

The Clerk asked that Mrs Kingston sign the Declaration of Acceptance of Office, after which she joined Members at the table.

FPC18-005 Oak Avenue/Almond Grove Parking

The Chair suspended the meeting at 6.04pm for Councillor Laughton to give an update on the Oak Avenue/Almond Grove parking situation.

Councillor Laughton advised that Newark & Sherwood District Council had appointed a Consultant to look at possible solutions to the parking problems on Oak Avenue, and also on other developments in the District Council's area.

The findings would be presented in July, with a view to a capital bid being made to Council, depending on the Consultants findings. Bidding would be made for funding for the areas that are having significant problems at the present time and to look at new developments to make sure that the same issues are not created.

The Chair thanked Councillor Laughton for his report and invited questions from the public on this matter.

Residents again expressed their concern at there being no room to park and were worried that emergency vehicles would not be able to gain access if required. There were only 12 parking spaces available, but residents had observed up to 22 parked at one time. It was appreciated that new houses were needed but the impact of the developments around Oak Avenue had created a very serious problem.

A resident had taken photographs at various times and these were shared with Councillor Laughton.

Residents asked what would happen next in the process.

Councillor Laughton asked for 4-5 contacts that could be given to the Consultants. It was AGREED that the Clerk would liaise with residents and co-ordinate contact details to share.

A report would be presented to the July meeting of the Strategic Housing Liaison Committee but it would not be an immediate fix.

The Chair thanked Councillor Laughton for attending and reconvened the meeting at 6.14pm.

FPC18-006 Presentation by GPS Planning & Design Limited – Proposed Development

The Chair advised that Jon Pope of GPS Planning & Design Limited was present to outline details for a proposed development opposite 44 to 26 Fosse Road, Farndon.

The meeting was suspended at 6.15pm to allow Mr Pope to outline the proposals.

Mr Pope advised that he wanted the Parish Council and residents to be aware that an application was going to be submitted in the fullness of time. A public exhibition had been arranged at the Memorial Hall on Wednesday, 23rd May, with further information being available on the Harlaxton Estate website. Comment forms would be available so that members of the public could give their views on the day.

It was anticipated that, if approved, 400 jobs would be generated on the site. Holiday Inn had expressed an interest in the site.

Mr Pope confirmed that the applicant was aware that the area was designated as 'Open Break' in the District Council's planning policy.

Screening information had been submitted to the District Council to assess if an environmental impact assessment was required. A decision would be known shortly.

In response to a question from the public, Councillor I Walker advised that, if submitted, the application would come to the Parish Council who would look at the content very closely. They would make their decision and submit that to Newark & Sherwood District Council. The Planning Department would look at Planning Policy, together with other factors, and a report would be put before the Planning Committee who would make their decision.

Members of the public present expressed their concern at the potential depreciation to properties, rubbish that would be generated from the development, impact on the road network, the important archaeology on the site and the visual impact. Farndon was a village and not part of Newark.

The Chair thanked Mr Pope for attending and advised members of the public that the Parish Council would keep them updated throughout the process.

The meeting was reconvened at 6.45pm.

FPC18-007 County Councillor Session – Cllr Mrs Saddington

The Chair suspended the meeting at 6.46pm for Councillor Mrs Saddington's report.

Cllr Mrs Saddington was pleased to report that she had recently been appointed Chair of Nottinghamshire County Council. Her Civic Service would be held at Southwell Minster on Sunday, 24th June and everyone was invited to attend.

Cllr Mrs Saddington advised that she was unable to attend the public exhibition regarding the proposed development on Wednesday, 23rd May and had advised the agent. If and when the Parish Council received the application, Cllr Mrs Saddington would pick up any highway concerns as County Councillor.

She had also served on the Planning Committee at Newark & Sherwood District Council for 19 years, but had now stepped away due to her Civic duties.

The result of the Local Improvement Scheme funding applications had been released and the village gateway signs had been supported.

The Chair thanked Cllr Mrs Saddington for her report and extended congratulations, on behalf of the Parish Council, on her appointment as Chairman. The meeting was reconvened at 6.55pm.

FPC18-008 Nottinghamshire County Council

(a) **Invitation to Nottinghamshire County Council's Civic Service – Sunday, 24th June**

Members noted the invitation to attend Cllr Mrs Saddington's Civic Service on Sunday, 24th June at 3pm at Southwell Minster. The service would be followed by light refreshments.

(b) **Notice of Tree Works**

Members noted information received from Nottinghamshire County Council for works to trees located in the highways. Work would be undertaken on trees located on Fosse Road, Main Street, School Lane and Fairfield Avenue.

FPC18-009 District Councillor Session

The Chair suspended the meeting at 6.56pm for District Councillors to present their report.

Councillor I Walker congratulated Mrs Kingston on her co-option on to the Council.

He confirmed that there had been a number of changes at the District Council, with the appointment of the new Chief Executive, John Robinson, who would start his role in July. Further, Councillor David Lloyd had been appointed as Leader, with Councillor Keith Girling as Deputy Leader.

The new Chairman of the Council was Councillor Keith Walker, with the Vice-Chairman, Councillor Bob Crowe.

Councillor I Walker confirmed that he remained a member of the Planning Committee and would be there to assist the Parish Council if required.

Councillor Mison extended his congratulations to both Councillors Mrs Saddington and K Walker on their appointments. He confirmed that, after 3 years on the Planning Committee, he had now stepped away from that role and could now talk to the Parish Council about planning applications.

The Chair thanked District Councillors for their report and congratulated Councillor K Walker on his appointment. The meeting was reconvened at 6.59pm.

FPC18-010 To appoint Committee Chairmen for the 2018/19 Civic Year

Councillor Baker proposed, seconded by Councillor Mrs Bayne that the Committee Chairman for the Civic Year 2018/19 be as follows:

Playing Field- Councillor A Duckmanton
Ponds & Riverside - Councillor J Teixeira-Gomes
Cemetery - Councillor M Mrs Bayne
General Purposes – Councillor Rhodes-Yeomans
Planning - Councillor Baker

This was AGREED unanimously.

FPC18-011 To review and determine representation on outside bodies:

Farndon Residents Environment Group

It was AGREED that the representative should remain as Councillor Gomes.

Farndon Memorial Hall Trustees

It was AGREED that this would be deferred for consideration at the June meeting as the Clerk had asked for confirmation of the current Trustees.

Newark Healthcare Group

It was AGREED that the representatives should remain as Councillor Mrs Bayne and Councillor Oldham.

Newark Municipal General Charities

The representative was Lawrence Aslin who would remain in that position until 2023.

Staythorpe Power Steering Group

It was AGREED that the representative should remain as Councillor Baker.

FPC18-012 To review and adopt standing orders and financial regulations

The Clerk advised that there were no proposed changes to the currently adopted standing orders and financial regulations.

Copies would be circulated to the new Members.

FPC18-013 To note the Council's asset register

Members received and noted the updated asset register.

FPC18-014 To confirm the dates and times of ordinary meetings of the Parish Council for the Civic Year 2018/19

The meetings were confirmed as on the circulated schedule.

FPC18-015 Minutes of the Parish Council – 23rd April 2018

The minutes of the meeting held on Monday, 23rd April 2018 were accepted as a true and correct record and signed by the Chairman.

FPC18-016 Farndon Residents Environment Group

The Chair suspended the meeting at 7.06pm for a report from FREG.

Mr Dodson reported that FREG had assisted with the preparation for the Best Kept Village Competition and a litter pick was planned for Sunday, 3rd June, the day before judging could commence.

The Himalayan Balsam would be culled on Sunday, 10th June. There had not been much progress on the potential fungal control for the Balsam and an update had been requested.

The Chair thanked Mr Dodson for his report and reconvened the meeting at 7.11pm.

FPC18-017 Public 10 Minute Session

The Chair suspended the meeting to allow members of the public to ask any questions.

No questions were asked and the meeting was reconvened.

FPC18-018 Parish Council Matters

(a) **Best Kept Village Competition**

The Clerk updated Members on the current situation with preparations for the competition.

It was noted that the telephone kiosk on Main Street would be painted in time for the start of the judging period.

(b) **Christmas Lights Competition**

It was AGREED that this should be highlighted in the September issue of the Farndon Focus. Members would agree a criteria that would work for different levels of decoration.

(c) **To note the Change of Chair – St Peter's Early Years**

Members noted the change of Chair from Natalie Stanton to Kelly Farmer.

(d) **Fly Tipping Update**

The Clerk referred to an incident of fly tipping where address details had been left with the rubbish. The District Council had made enquiries and unfortunately had not been able to proceed the matter to prosecution.

(e) **Overnight Closures of A46 – Winthorpe Roundabout to North Hykeham Roundabout**

Members received and noted information from Highways England on overnight lane closures of the A46 between Halfway House roundabout and Hykeham roundabout from Monday, 23rd April to Saturday, 14th July between 8pm and 6am.

(f) **Potential Duck Pond**

Advice had been received from Via East Midlands regarding requirements that would be needed to enable a safety audit to be undertaken before any agreement could be given to installing a duck pond on the grass verge at the junction of Main Street and Fosse Road.

An initial discussion had been held with the Village Handyman and would be progressed when mowing had eased.

(g) **GDPR Policies & Procedures**

Members received and noted documentation required by the Parish Council to meet the new GDPR regulations that would come in to force on 25th May 2018. The following policies were adopted:

- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Privacy Policy

and the following procedure agreed:

- Subject Access Request Procedure

Members also adopted the Data Map.

It was noted that the Parish Council was already registered with the ICO as a Data Controller.

A Data Protection Officer was not appointed as it was still unclear whether or not there was a requirement for this. Further clarification was awaited from the National Association.

(h) **Gordon Whelbourn Running Week – 4th to 8th June 2018**

Members noted correspondence from Newark Athletic Club regarding the Gordon Whelbourn Running Week. The Club would be in the village on Thursday, 7th June for the race which would start at 7.15pm from the Riverside. Parking would be at the riverside and also at the Memorial Hall.

(i) **Registration of Domain Name**

Members noted that the domain name 'www.farndonpcnotts.co.uk' had been registered for the Parish Council. The Clerk would progress individual emails for Members.

FPC18-018 Update Reports from Chairs

(a) **Planning & General Purposes**

Decision Notice – 18/00230/FUL – Hollytree Cottage, 2 North End, Farndon – Householder application for two storey extension to side of dwelling

Members received and noted the decision notice permitting application for a two storey extension to the side of the dwelling.

Decision Notice – 18/00314/FUL – 18 Oak Avenue, Farndon – Householder application for erection of two storey side extension

Members received and noted the decision notice refusing planning permission for a two storey side extension.

18/00731/FUL – Crane Cottage, 38 Main Street, Farndon – Install clock tower on hip roof of attached garage

18/00372/LBC – Crane Cottage, 38 Main Street, Farndon – Install clock tower on hip roof of attached garage

The Chair apologised that he had not had sufficient time to review these two applications. He would review and update Members accordingly.

18/00765/FUL – 1 School Lane, Farndon – Demolition of attached garage and erection of dwelling

The Chair suspended the meeting to allow residents present to express their views on the application.

Residents expressed the following concerns:

- that the planning application appeared to suggest that neighbouring gardens on St Peter's Close were long in length
- the number of vehicles and the site and the noise impact, there were three garages proposed, standing room for three vehicles and room for more
- the loss of privacy and the detrimental impact it would have on neighbouring properties.

The Chair thanked residents for their comments and reconvened the meeting.

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Signature _____ Date _____

After discussion it was AGREED that consideration of the application be deferred to allow Members to make a site visit. The Clerk would liaise with Members on a convenient date.

18/00770/LDC – Land to the North of Corner House Farm, Hawton Lane, Farndon – Certificate of Lawfulness to continue the existing missed use of: 1) for B8 storage involving external storage and internal storage within shipping/storage containers; 2) the siting of a maximum of 70 shipping/storage containers; 3) the parking of a maximum of 3 HGV lorry trailers; and 4) the siting and storage of a maximum of 6 items of plant and machinery

After discussion it was unanimously AGREED that the application be supported.

18/SCR/00004 – Land opposite 44 to 26 Fosse Road, Farndon – The erection of a Mixed-Use Development comprising petrol filling station, drive throughs, offices and hotel, landscaping, flood attenuation lagoon and sustainable drainage system (SuDS) with associated parking and access from Fosse Way

As had been discussed earlier in the meeting it was noted that this was a screening application.

It was AGREED that the Parish Council would need to retain a Planning Consultant to assist it in reviewing any application, if and when it was submitted. It was AGREED that the Clerk should make enquiries and liaise with the Chair

18/00835/TPO – 14 Westfield Way, Farndon – Undertake tree works to tree protected by TPO N45 Group 1 Fell 1 No Holly tree due to proximity to dwelling and potential of damage

Members noted permission granted to fell 1 No Holly tree.

(b) **Playing Field**

Playground Inspection 2018

The Clerk confirmed that this had been booked with Newark & Sherwood District Council.

Feedback from Handyman's Play Area Inspection Training

The Clerk confirmed that the Handyman had successfully undertaken a day's training with Rural Community Action Network.

The training would be reviewed and changes to the inspection regime implemented as necessary.

Request from Model Flying Club

The Chair referred to correspondence he had received from the Model Flying Club seeking permission to fly their models on the playing field.

After discussion, it was AGREED that the playing field was not appropriate as it was a public open space. It was suggested that there were more appropriate areas, i.e., the air strip at South Scarle and also the Newark Showground.

Impromptu Football

It was pleasing to note that the recent impromptu football arranged on the playing field by Councillor Rhodes-Yeomans had been well received. If future sessions were to be arranged, he would liaise with Councillor Duckmanton first to ensure that they didn't impact or interfere with any other use of the field.

(c) **Cemetery**

Cemetery Regulations Leaflet

The Clerk had requested a quotation for the Cemetery regulations to be made in to a booklet which would be issued to all new grave purchasers.

Church Yard

The Clerk confirmed that maintenance of the Church yard had taken place.

(d) **Ponds & Riverside**

Environment Agency – Follow Up Report

The report from the follow up meeting had now been received. A copy would be circulated to Members for information, and also shared with FREG.

The work outlined would form part of the winter maintenance schedule.

Disabled Picnic Bench

The Clerk confirmed that a disabled picnic bench had been ordered at a cost of £120.

Mowing

Cllr Teixeira-Gomes asked if Holmefield and the Slipway could be mown as soon as possible. The Clerk advised it would be added to his schedule during the week ahead.

FPC18-019 Financial Matters

(a) **To consider accounts for payments in accordance with the circulated schedule**

Members received and noted the accounts for payments in accordance with the circulated schedule, a copy of which is attached to these minutes.

(b) **To note any receipts in accordance with the circulated schedule**

Members received and noted the receipts received in accordance with the circulated schedule, a copy of which is attached to these minutes.

(c) **To note the Council's financial position as at 30th April 2018**

Members received the Council's financial position as at 30th April 2018 and noted that the Section 106 Monies had been returned from Newark & Sherwood District Council.

- (d) **To note the submission of the Council's accounts for internal audit**
The Clerk confirmed that the accounts were ready for submission to the internal auditor.
- (e) **To note the dates for the 2017/18 External Audit**
Members noted the key dates for the 2017/18 reporting season, which outlined a deadline of 11th June 2018 for the submission of the Annual Report. The Clerk had requested an amendment to this date to allow for the report to be considered at the 25th June meeting of the Parish Council. The submission date had now been moved to 1st July 2018.
- (f) **To consider a request for funding from 1st Farndon Guides**
Members received a request for funding from 1st Farndon Guides. It was noted that the Guides had hand delivered leaflets notifying residents of the Best Kept Village Competition. A donation of £125 was AGREED to be used for unit neckers designed by the Guides. The Clerk was asked to thank the two Guides who had hand written the letter to the Parish Council requesting support.

FPC18-020 Notts Association of Local Councils

- (a) **Information Commissioner's Office Statement on the General Data Protection Regulation**
Members noted the statement from the Information Commissioner's office regarding the General Data Protection Regulation.
- (b) **New Councillor Training**
New Councillor training sessions 'Off to a Flying Start' had been arranged for 25th June and 4th September. New Members would be welcome to attend if they were able to. The sessions would take place between 2 and 5pm.
- (c) **2018-19 National Salary Award**
Members received and noted the salary scales attached to the 2018-19 National Salary Award.

FPC18-021 To receive any correspondence

- (a) **Decision Notice – 17/0203/FUL**
Members received and noted the decision notice refusing planning permission at 109 Fosse Road.
- (b) **Red Ensign Day – 3rd September 2018**
The Clerk to ask Mr Millner if he would fly the Red Ensign as he had last year.

FPC18-022 To receive items for notification

- (a) None were received.

FPC18-023 Date of Next Meeting
Monday, 25th June 2018

FPC18-024 Exclusion of the Press & Public

It was AGREED to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) during the consideration of the following item of business as publicity would be prejudicial for the public interest because of the confidential nature of the business to be transacted.

- Staff Pay

The meeting closed at 8.45pm.

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Signature _____ Date _____