#### Kirklington Parish Council Meeting

**Minutes of the Ordinary Parish Council held online (Zoom) on Thurs 15th October 2020 (commencing 7.00pm).**

***Due to COVID-19 Lockdown this meeting was held online.***

**Present**: Bob Radford (RSR)(Chair), Ian Woolridge (IW), Martin Smith (MS), Patrick Mitchell (PM), Sarah Sturgeon (SS), Cllr Penny Rainbow (PR), Helen Cowlan (HC) (Clerk)

**Public**: Tim Butler (TB), Graeme Wheatcroft (GW)

1. **Apologies for absence**

Andrew Twidale was unable to attend – apologies were accepted by the Parish Council.

1. **Declaration of interest**

None declared.

1. **Minutes of last meeting**

The minutes from the last meeting, held on 28th July 2020, were agreed as a true record and RSR confirmed that HC should sign on his behalf. Proposed IW, seconded RSR.

1. **Adjournment for matters to be raised by the public for future consideration, and County/District Councillor items**

Fouling – RSR advised there has been an increase in mess left by dogs and horses on footpaths. **Action – HC to send a reminder about clearing up mess and access to / users of footpaths (20-23).**

Hedgerow – HC advised an overhanging hedgerow on NCC-owned land on the Newark side of WINGS School exit has been reported for attention as requested by a resident – an update has been given to the resident.

Updates from PR:

* NSDC continues to hold its normal cycle of meetings virtually / online
* HART is being continued to support those who are most vulnerable and requested that KPC gets in touch if any support is needed. PR can also help with supplied of hand gels, wipes etc for volunteer groups. **Action – HC to get in touch with the Village support network co-ordinators to see if anything is needed (20-24).**
* Robin Hood Caravan Park – no further updates available at the moment.
* Lineage planning application – it is anticipated that the application may be reviewed at November’s meeting.

IW formally thanked PR for her help and support with trying to get potholes assessed and repaired, despite many of them failing to meet NCC’s requirements for action. The few repairs that were done were done badly, and this has already been reported back which resulted in a better quality repair being done. Residents are encouraged to report issues too.

1. **Flooding** (TB/GW)

TW advised that a review is being done to work out how water flows and drains in the Village, particularly in the areas around Ivy Farm, across / under the A617 and into the dyke, with the intention to understand what is actually happening compared with what ‘should’ be happening. Discussions and site meetings have been held / will be held with relevant landowners and residents to share information and agree future action.

 When reviewing the sewer system, it has been established that there are two ingresses (cracks/breaks) – one near WINGS and one in Church Lane. These let flood water into the sewers which overloads the pumping station and can cause it to ‘back up’. It will be important for works to be done to minimise the impact of surface water. It appears that previous reviews have been very infrequent, so the full extent of issues wasn’t known until a recent review of the area.

 The dyke has been cut back more effectively although there are still areas where debris gathers. The dyke runs under/across the land of seven households and past another four. There is a concern about whether it will cope with the road drainage that it is supposed to take. Some affected landowners have been affected and information about riparian rights has been shared to clarify responsibilities for maintain the dyke. It makes sense for there to be a joint approach to ensure all potentially impacted home/landowners are protected from future flooding.

 IW advised that recent works on the storm drains identified one through the Churchyard that should go to the dyke but it is broken in the Church grounds (which might explain how graves can fill with water. A pipe along Church Lane that feeds into the dyke is also broken. It is important to find a way to tie everything in together. GW advised that approx. 20 years ag the dyke used to fill after heavy rainfall, but now does not, so something has changed. It would also be important to engage with IDB to see if flood water on the north-side of the village can be reinstated to their route to the reservoir / pond (flows at the back of Ivy Farm).

 TB advised the grill at the far end of the dyke gets jammed with debris which impacts water flows, and the dyke is a vital part of the whole village drainage system. There is a review to see if the culvert can be replaced at TB’s end of the dyke. There is a need to confirm ownership of / responsibility for the culvert at the Church Lane end near / under the unadopted section of road. TB advised that now they have been able to confirm who is responsible for which stretches along the dyke, a process needs to be agreed for removing pockets of debris. Considerations need to be given to remedial and ongoing works, and whether it should involve professional services (especially with Health and Safety factors in mind). Going forward, maintenance must take place more regularly. IW confirmed that approx. £500 of CIL funding has been set aside to assist with works – although it is the landowners’ responsibility for works, the Parish Council could potentially provide some financial assistance.

 GW confirmed that getting Severn Trent involved will be key to understanding systems and helping with actions.

**Action – HC to contact NCC to find out how we get a copy of the drainage system; HC to liaise with NALC about the approach that should be taken with regard to working parties / sub-committees; HC to try and find out who to email to ensure ST are engaged and taking relevant action (20-25).**

1. **Storm Drains** (IW)

Further to the update included above, IW confirmed that the best part of a day was taken to clear drains, which led to at least two broken points being identified. It will be important to follow up to establish what plans are in place next. **Action – IW to write an email for HC to forward to contacts at NCC (D&M?) and ST to encourage action (20-25).**

1. **Traffic report** (IW)

Early Sept – an articulated lorry went off the road near the beet pad which resulted in the road being closed all day from approx. 6am. No injuries reported but there was full emergency service attendance.

1. **Financial matters** (IW):

Balances: current account £22136.00 (inc CIL), deposit account £5322.90 (inc remainder of CIL)

* 1. Clerk payment – payments for August and September authorised – proposed RSR, seconded MS
	2. Precept – confirmed receipt of precept instalment of £3100.00. IW advised thought needs to be given about what (if any) donations are given to the Village Hall.
	3. Cheque payments – there are no upcoming payments due other than rental costs and the Clerk, but payments will be reviewed at each meeting. IW will contact RSR for cheques to be signed as required. The Parish Council unanimously agree that cable ties could be purchased for putting up the lamp-post poppies and the costs will be formally authorised at the next meeting subject to receipts being provided.
1. **Planning** (HC): all cases are for info only
	1. 20/01380/HOUSE – Greet Bourne, Southwell Rd – *erection of car port and store to front of property and a rear single store extension.* **Decision of no objection (unanimous) submitted on the understanding that affected resident views were taken into consideration (reviewed by email). Outcome – planning permission granted (info only)**
	2. 20/01571/FUL – land at Southwell Rd - *construction of two field shelters for horses*. **Decision of no objection (unanimous) (reviewed by email)**
	3. 20/01146/FUL – Holly Cottage, School Lane – *construction of external staircase, door, two windows and rooflight to garage/car port to facilitate conversion to form accommodation at first floor level for occupants*. **Outcome – full planning permission granted (info only).**
	4. 20/01179/FUL – Little Corkhill Farm, Corkhill Lane – *conversion of traditional barn to three holiday lets.***Outcome – full planning permission granted (info only).**
	5. 20/01159/FULM – Brickfield Farm, Hockerton Rd (Maxey’s) – *proposed new farm shop and tearoom including ancillary accommodation and additional car parking facility.***Outcome – full planning permission granted (info only).**
	6. 20/01777/FUL – Kirklington Primary School – *conversion of land to parking for staff including removal of some fencing, trees and hedgerow and installation of fencing, gates, and steel bollards.* HC has contacted the Planning Dept to enquire if the Parish Council can still comment now that the status has been changed to applicant and are funding the project. **Action – HC to submit comment as per those already submitted to NCC if required (17-53).**

HC confirmed that an amended planning application for Lilac Cottage was not received in time for this meeting but will be circulated and added to the agenda of the next meeting. GW confirmed that plans have been downscaled and that Highways are happy with the proposals.

1. **Potholes** (IW)

All potholes have been reported – some were repaired but had to be done again due to low quality of initial repair. Noise levels are reaching unacceptable levels, but it feels like nothing will be done due to the depth of potholes not meeting criteria for repair. **Action – PR to liaise with BL and NCC to organise a site visit to experience noise first-hand (20-26).**

1. **School Parking and issues with photographs** (HC)

HC confirmed that School has contacted a resident who was taking photographs in relation to parking concerns, but they should not have included parents / children as this is a safeguarding breach.

 HC has contacted NCC to enquire about the status of the pilot scheme to see whether enough information had been collated and / or if information had been collated form other Schools within the pilot scheme. Whilst H-bars had not previously been considered (due to seeing what the pilot scheme would bring) it may be worth revisiting this in the future. MS advised that they had worked well in Southwell and that, along with an education program for parents, may create enough of a deterrent for gaps to be left, so traffic can flow more smoothly. They could, for example, be considered for each side of the entrance to School Lane to increase visibility at that junction. ‘Pinch points’ should be identified, particularly on the hill, and how bus movements impact the traffic (if they, indeed, do).

 Regarding staff parking, this is with NSDC Planning. SS confirmed that the new fencing looks smart but was cautious about the School frontage being kept clear for access as agreed. It has been confirmed (by NCC) that this is part of the planning application although it would be down to the School to enforce / maintain so any feedback should be directed to them as needed.

**Action – HC to contact NCC about invoicing / payment methods for the parking project (17-53).**

1. **Mirrors** (HC)

HC confirmed that two mirrors on Southwell Road had been removed by NCC when completing other works, as they are not permitted on NCC Highways / street furniture. HC is liaising with Highways Dept and a local resident to arrange for their collection. Highways have very clearly stated that they cannot be put back up on their land / furniture. Whilst not encouraged, they can be placed on private land subject to no complaints being made / accidents as a direct result. RSR confirmed that leaving The Green is now even more dangerous especially if turning right (which is avoided wherever possible even if it means a much longer route being taken instead).

1. **Parish Councillor Vacancy** (HC)

HC will review the processes ready for any vacancies becoming available in the future.

1. **Website Accessibility Legislation** (HC)

HC provided an overview of the legislation that all websites must meet to support those with additional needs such as visual impairment. This includes being able to provide information in alternative format if asked. HC has been working with the website host / provider to ensure legislation is met and will continue to work on updating historical documents to make them compliant. **Action - HC will forward links to legislation and the Accessibility statement for review (19-36).**

1. **Christmas Tree** (RSR)

RSR will organise the Christmas tree for the Church yard – unanimously agreed. Proposed PM, seconded MS. **Action – HC to add Church donation to the agenda of the next meeting (20-27).**

1. **Future meetings** (HC)

HC suggested that as online meetings look set to continue for the foreseeable future, that monthly meetings on the first Monday be reinstated. Meetings will not be held in August or December. Unanimously agreed.

1. **Correspondence** (HC)
	1. NSDC Parish Conference (14th Oct) – HC attended the meeting and will circulate information once received
	2. NSDC Consultation *-* Draft Residential Cycle and Car Parking Standards and Design Guide SPD – deadline 11th Nov *– any comments should be forwarded before the end of the month.*
	3. NCC – Unitary Local Government Proposals – deadline 19th Oct (emailed); *NCC is not in the first trial but may be in the future. Districts are against the changes. Comments should be submitted if requested again in the future.*
	4. NALC Webinar – Communication & engagement in a post-lockdown world – *HC will circulate information from the meeting when received.*
	5. What3Words Initiative – feedback request. *Comments noted and will be returned to the project.*
	6. NALC AGM – 19th Nov – *RSR to attend on behalf of KPC – unanimously agreed. HC to register attendance and forward relevant email(s)*

**Action – HC to deal with correspondence as noted (20-28).**

1. **AOB** (HC)

Solar Farm at Winkburn – HC to circulate information received about proposal (20-28).

1. **Date of next meeting** – 2nd November 7.30pm

*Please note that in line with NALC and Government guidelines, annual meetings have been suspended until 2021. Monthly meetings will be held online during the lockdown period. As restrictions ease, the Parish Council will assess when face to face meetings can return to normal (in line with NALC and Government guidance).*

Helen Cowlan

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