

# Misson Parish Council

Minutes of meeting held at the Community Centre, Vicar Lane, Misson at 7.00pm on Wednesday 4<sup>th</sup> September 2019.

## Public Questions:

1. A member of the public raised the issue of a bench on the south side of the Village Green being in a state of disrepair. Action – **Clr Watkins to inspect the seat and instigate remedial action**

**Present:** Cllrs. Jamie Sutherton, Peter Edwards (sat in as Chair of this meeting), Andrea Wilcox, Julie Watkins, Mark Watson (also attending as D Cllr), C. Cllr Tracey Taylor, PCSO David Airey, Clerk Mark Hooper.

1. **To receive apologies for absence:** Cllrs Jayne Watson and Andy Woolliams.
2. **To receive any declarations of disclosable pecuniary and non-pecuniary interests:** none declared.
3. **To approve the minutes of the council meeting of June 5th 2019.** Minutes were signed as a true and accurate record by the Chair.
4. **To note matters arising from the minutes of the last meeting not on the agenda:**
  - **Kissing Gate** – Laura Summers, Notts County Council (NCC) has confirmed that the landowner has agreed that the stile can be replaced by NCC – it will then become the responsibility of the landowner for maintenance. NCC are undertaking a programme of similar works during this financial year – therefore the work will be completed in that timescale.
  - **Replacement Notice Boards for the Community Centre** - they have now been installed.
  - **Cllr Edwards** is in the process of writing to the Notts Police and Crime Commissioner re the cost of policing the IGas sites at Tinker Lane and Springs Road, and to express dismay that IGas have not been asked to contribute funds to cover this cost
  - **Lawnmower** – the Clerk confirmed that it has now been registered with DVLA for use on the public highway.
5. **To receive reports from District and County Councillors.**
  - **D Cllr. M. Watson** gave a brief update – due to the Summer recess it has been a quiet period. Cllr Watson has attended a Planning meeting with Beverley Alderton-Sambrook and John Crawcyk where the following topics were discussed:
    - **Article 4** - D Cllr Watson received a full and unreserved apology with regards to the lack of communication and consultation between Bassetlaw District Council (BDC) and Misson Parish Council (MPC). BDC expressed the opinion that hopefully this situation will be avoided in the future
    - **Protestor Camp at Springs Road** – there are currently four people left at the camp with only one structure remaining (**DQ – Mark W can you forward the email please?**)
    - Over 75's TV Licences

- **C Cllr T Taylor** – with the Summer recess it has also been a quiet period for NCC. C Cllr Taylor raised the subject of the Nottinghamshire Local Minerals Plan consultation period opened on the 30th August until the 11<sup>th</sup> October. The Clerk has circulated this information to the Parish Councillors previously.

6. **To receive a report on the policing of the Parish.** PCSO David Airey read his report which can be seen on the Parish website. There has been a reduction in the number of reported crimes over the Summer period with only two reported within the Parish – damage to an electric fence on Back Lane and theft of a personal item on Coronation Avenue.

The full report includes security advice applicable to everybody.

## 7. Planning

### a. To note planning decisions:

- **19/00741/HSE** | Remove Existing Gates, Block Up Opening in Reclaimed Bricks and Create Pedestrian Access | White Cottage Church Street Misson. - **Granted**
- **19/00618/FUL** Bank End Farm Bank End Road Misson. Demolition of Existing Dwelling and Erect New Dwelling - **Granted**
- **19/00469/HSE 1** Green View, The Pinfold, Misson. Rear Single Storey Extension and Alteration of Vehicular Access from the Rear to the Front of the Property - - **Granted**

### b. To consider planning applications:

the following planning applications were lodged since the last Parish Council meeting on the 3<sup>rd</sup> July. The deadline for responding ended during August. The Parish Councillors have been given the opportunity to comment on these applications:

- **19/007/CAT** – Works on a Tree Within a Conservation Area Consisting of Reducing Height and Reshape 6m High Cedar Tree. August House High Street Misson – **Council resolved to make no comment**
- **19/00917/CAT** – Prior Approval for the Change of Use of Agricultural Building to a Dwelling (Class C3). Barn at Levels Farm Springs Road Misson - **Council resolved to make no comment**
- **19/00843/FUL** – Demolish Existing Bungalow and Outbuildings and Erect a Detached Five Bedroomed dwelling with detached Summerhouse to Rear. Prospect Farm Springs Road Misson – **Council resolved to make the following comment – the Parish Council is on support of this planning application on the basis that full consideration has been given to the Misson Neighbourhood Plan and the design guide**

### c. To consider any other planning matters:

- Tree on the Green blocking light from 3 Lilac Cottages. Advice has been sought from the Tree Officer at BDC.

## 8. The Neighbourhood Improvement Programme

- **Lengthsmen** – it has been a busy grass cutting period over the Summer
- **Cemetery/ Churchyard** – improvement work has continued over the Summer in the Cemetery through the levelling of grave plots etc. Similar work will commence in the Churchyard.

A ramp has been built to enable access for the lawnmower at the Churchyard.

**Action outstanding – Cllr Watkins and Lengthsman to undertake inspection of the cemetery over the next few weeks**

**Action – Clerk to send a reminder to the Commonwealth War Graves Commission re the request a plaque to be placed at the Cemetery**

- **Newington Sign** – NCC have rejected the proposed location for the new sign. They have suggested three other options. Cllrs J Watson and J Watkins have surveyed these and have proposed to the Council one which is on the right-hand side of the road on entry to Newington from Bawtry. The council approved this proposal. **Action – Clerk to confirm location with NCC**
  - **Christmas Tree** – Cllrs Edwards and M Watson have inspected the Green and presented their findings. Three proposed sites on the Green were discussed – two would involve planting a live Christmas Tree and one would involve illuminating a Cherry tree already in situ. After much debate it was proposed that a fourth option be considered – to install a cut tree each year in the centre of the Green. It was agreed at the meeting that this is the preferred option. **Action – Cllr Edwards to investigate the provision of a power supply to the proposed location.**
9. **Review of Neighbourhood Plan.** Cllr J Watson has been leading on this item – as she was absent from the meeting it was decided to carry forward this until the October meeting.
10. **Business Liaison**
- **Odour emissions from Tunnel Tech.** There were 10 reported complaints in July – the August figures have not yet been made available. D Cllr M Watson has been informed of a meeting with Andrea Stewart (Environmental Health BDC) and senior management from Tunnel Tech in the next couple of weeks to discuss the current situation. Completion of the enclosure works is currently due to complete by April 2020. A scheduled site meeting is also due to be held. BDC have confirmed that they will be undertaking air quality monitoring. Simon Middlebrook (Tunnel Tech Area Manager) is due to attend the October Parish Council meeting to provide an update. Action – **Clerk to liaise with Simon Middlebrook.**
  - **Doncaster Airport Committee** – Cllr Edwards is now the representative for the North East Bassetlaw Forum not just Misson and will be able to represent views from impacted areas. He will be reporting back to the North East Bassetlaw Forum later this month.
  - **IGas Springs Road CLG** – it has been effectively suspended as no activity is taking place. The CLG will re-convene if IGas submit an application to develop the site further. It is proposed that this is no longer a standing agenda item.
11. **To receive a report from Misson Community Association (MCA).** Cllr Wilcox provided the following update:
- The annual Village Show will now be held on the 7<sup>th</sup> September with the auction on the 8<sup>th</sup> September. The Church will also be open serving tea and cakes
  - On the 23<sup>rd</sup> October Jeanette Walker from Environmental Health and Recycling at BDC will be giving a talk and taking questions from 7.00pm
  - The Hambleden Production Company will be staging a version of Steptoe and Son with on the 23<sup>rd</sup> November
  - There will be a Christmas fair on the 1<sup>st</sup> December
  - The Christmas Seniors meal will be held on the 18<sup>th</sup> December
  - There are plans to stage a pantomime – Cinderella on the 11<sup>th</sup> and 12<sup>th</sup> January and a Talent Show at a later date
  - Misson Feast – MCA have decided to hold this over until 2020 to be held at the time of the VE Day commemorations.

- 12. To discuss renewal of the Community Centre Lease** – a meeting was held on the 22nd August between MCA representatives (Mandy Walker, Susan Howard and Ian Cotterill) and MPC Representatives (Jayne Watson, Julie Watkins with Mark Hooper taking minutes). The minutes from this meeting are attached as an annex. The proposals at the earlier meeting were discussed – all were agreed to by the PCs with an amendment to the de minimis limit from £400 to £200. It was also decided that the current lease should be extended to March 2020  
**Action – Chair of MCA - Mandy Walker to discuss proposals with full MCA and then to report back to MPC**  
**Action – Clerk to approach Foy and Co Solicitors to request a draft lease.**  
**Action – Clerk to confirm extension of current lease to MCA.**
- 13. To discuss progress of the Misson Parish Newsletter** – Mandy Walker distributed copies of the second newsletter to the PCs. Cllr J Watson has previously reviewed it and is content with it. Cllr M Watson proposed that it should be formally approved – Cllr P Edwards seconded the motion. The newsletter will be printed and distributed during September.
- 14. To receive a report from Frack Free Misson:** FFM are continuing to support similar groups. They will be issuing leaflets across communities in North Notts, North Lincolnshire and South Yorkshire in the next few weeks. There is to be a talk by Dr Ian Fairlie about the radioactive dangers of fracking at the Phoenix Theatre in Bawtry on the 25<sup>th</sup> September at 7.15pm = free entry
- 15. To review highways and parish paths**
- **Diversion of Misson Footpath No 13 (Norwith Hill)**– confirmation from NCC has been received that the path has been confirmed. A map of the footpath will be included as an annex to these minutes.  
**Action – Clerk to contact NCC Highways to request that the ‘Private Road’ sign be removed at the Newington end of the footpath and a ‘Public Footpath’ sign be installed.**
  - **Slaynes Lane** – there are a number of holes in the road on Slaynes Lane –  
**Action – Clerk to contact NCC Highways**
  - **Two instances of hedges overgrowing public footpaths and highways were identified.** Cllrs J Watson and J Sutherton to confirm addresses for the Clerk.  
**Action – Clerk will then contact NCC Highways to request action to address issue**
  - Cllr J Watkins requested the Clerk to clarify where the boundary for the Green and the Pinfold lies – **Action – Clerk to progress**
- 16. To discuss issue of rat infestation.** There have been no further reported sightings – it was agreed that this item should be removed from the agenda.
- 17. To discuss the VE Celebrations for 2020** – due to the length of the meeting it was decided to defer this item until the October meeting. The PC would like to be included in any relevant meeting with the MCA.
- 18. To receive a report on Misson Cemetery/ Churchyard** – please see Lengthsmen update
- 19. To receive an update on the planned telecoms mast** – Clerk is in the process of obtaining an update – carry forward to October meeting

20. **To receive an update on the retention of parish records** – work has been undertaken throughout the Summer by Cllrs J Watson, J Watkins and the Clerk to go through the historical records in order to categorise them and remove anything that is not pertinent. This will be an ongoing piece of work.

## 21. Parish Financial administration

To receive and approve:

- The clerk presented the Financial statements to the 31<sup>st</sup> August 2019 and Council resolved to accept them

NatWest Current Acc.	@ 31/8/19	£12,309.43
NatWest Reserve Acc.	@ 31/8/19	£10,547.66

- Councillors resolved to approve the following cheques for payment.

<b>Chq no</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
001173	HMRC	PAYE – July & August	£201.86
001174	S Scott	TEC Clerk salary – July & August	£187.00
001175	M Hooper	MPC Clerk salary – June 7 August	£721.21
001176	M Hooper	Reimbursement re printing of newsletter	£51.30
001177	M Hooper	Reimbursement re payment to Enterprise Accountancy	£18.00
001178	M Hooper	MPC Clerk's expenses	£48.84
001179	M Guest	Lengthsman - July & August	£220.00
001180	E Jordan	Lengthsman – July & August	£512.30
001181	J Watkins	Fuel expenses	£46.54
001182	D Fox	Grass Cutting – July & August	£375.00

## 22. To receive feedback from meetings attended in July & August.

Cllr J Watkins attended the Idle Valley Partnerships meeting during August. The Environment Agency gave a presentation re the water level management plan. Cllr Watkins will compile some questions which she will share with the PCs before submitting them

It was proposed that Cllr J Sutherland also be an attendee at future meetings – **Action – Clerk to confirm that two PCs can attend the meetings**

Cllr P Edwards will be attending the North East Bassetlaw Forum meeting next week in place of D Cllr M Watson

## 23. To receive correspondence:

Winter Assistance information from NCC Highways re obtaining salt for the winter months. **Action – Clerk to confirm with Cllr P Edwards the requirements for the Parish and place order**

## 24. To confirm the date of the next meeting: Wednesday, October 2nd 2019.

## **Annex 1: MPC/ MCA Lease Renewal meeting 22<sup>nd</sup> August 2019**

**Present:** Representing Misson Community Association – Mandy Walker, Sue Howard and Ian Cotterill. Representing Misson Parish Council – Jayne Watson, Julie Watkins and Andrea Wilcox. Minute taker – Mark Hooper

### **1. Length of Lease:**

Through discussion it was proposed that the new lease should be for a term of a minimum of ten years – to include a mutual break clause at five years.

It was felt that a five-year lease would be too short – it would incur additional cost and time to renew after the five-year term.

The subject of potentially applying for grants in the future was discussed. This would be subject to further discussion at the appropriate time between the MCA and MPC. It was felt that a joint application from both organisations would be the preferred approach and would eliminate any potential problem with having a relatively short lease term.

### **2. Full Repair and Maintenance lease:**

The Community Centre is owned by the MPC and the MCA are acting as custodians of it. The lease would continue to be a full repair and maintenance one.

It was proposed that any repair or maintenance works over a de minimis limit should first be discussed and approved by the MPC prior to MCA instigating the work. A level of £400 was suggested by the MCA.

The Community Centre is within a conservation area – as such any replacement or restoration should be like for like. Three quotes for planned work should be obtained by MCA before it is sanctioned.

It was noted that the Community Centre includes the building and the land etc to the boundary of the property. The repair and maintenance aspect of the lease would include all this area.

Through discussion it was proposed that the MPC may be in a position to contribute financially to larger projects subject to the availability of funds. This would be subject to discussion and agreement.

### **3. Insurance**

Currently the MCA pays for the Buildings and Contents insurance for the Community Centre. The cost is reimbursed by the MPC – although this is not a term of the lease. It was proposed that going forward the MPC would pay for the Buildings insurance as they own the building and the MCA would pay for the Contents insurance.

### **4. Notice period:**

It was proposed that a three-month notice period be included in the terms of the lease that would allow either party to withdraw from the lease.

### **5. Review period:**

It was proposed that there be a formal review of the lease annually between the MCA and MPC.

### **6. Rental Payment:**

The current arrangement is a peppercorn rent of £5 pa – it was proposed that this should continue under the new lease

**7. In the longer term:**

It was proposed that in the longer-term thought would be given to the restoration of the building and the possibility of building on an extension

**8. Summary:**

It was proposed that the new lease should include a summary of the terms of the lease in layman's language to avoid any ambiguity.

DRAFT



**Annex 2 – Diversion of Misson Footpath No 13**

