

MINUTE NUMBER		ACTION
	<p>Minutes of the Meeting of Nocton Parish Council held in The Hub, Main Street, Nocton, on Tuesday, 13 October 2020 at 7:00 pm</p>	
	<p>PRESENT: Cllr Elisabeth Murray (Chair), Cllr Michael Clarke, Cllr Martin Duff, Cllr Philip Johnston-Davis and Hayley Wilson (see minute 567 below). Also present: CCllr Ron Oxby, DCllr Nick Byatt</p> <p>5 members of the Public</p>	
	<p><u>PUBLIC QUESTION TIME</u> There were no public questions.</p>	
	<p><u>CHAIRMAN'S OPENING REMARKS</u> Cllr Murray announced with regret that Cllr Victoria Marshall and Cllr Michael Kaye had resigned from the Parish Council since the last meeting. Cllr Murray proposed a vote of thanks for them and, rather belatedly, for ex-Cllr Goldsworthy who, although he had been thanked for his service as Chairman when he stepped down, had not been thanked for his service as a Councillor. This was seconded by Cllr Johnston-Davis and approved unanimously.</p>	
564.	<p><u>APOLOGIES AND REASON FOR ABSENCE</u> Apologies were received from Cllr N Faulkner (reason accepted), R Keillar (Clerk) and DCllr L Pearson.</p>	
565.	<p><u>DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> Cllr E Murray declared an interest in item 13 a ii as a near neighbour.</p>	
566.	<p><u>MINUTES</u> It was proposed by Cllr M Clarke and seconded by Cllr E Murray and it was RESOLVED that the Minutes of the meeting of the Parish Council held 8 September 2020 be taken as read and signed as correct.</p>	
567.	<p><u>CO-OPTION FOR VACANCIES</u> There is currently one vacant seat on the Parish Council and there has been one application, from Mrs Hayley Wilson. It was proposed by Cllr P Johnston-Davis, seconded by Cllr M Clarke and it was RESOLVED that Mrs Wilson be co-opted to a Member of the Parish Council. Mrs Wilson signed her Acceptance of Office form and joined the Parish Council. The Register of Members' Interests and other documentation will be forwarded to Cllr Wilson for completion in line with legislation.</p>	
568.	<p><u>ALLOCATION OF PORTFOLIOS TO PARISH COUNCILLORS</u> The following portfolio allocations were noted:</p> <ul style="list-style-type: none"> a) Policy – Cllr P Johnston-Davis b) Financial matters and budget – Cllr H Wilson c) Planning – Cllr E Murray d) Community Police Panel – Cllr M Duff 	
569.	<p><u>REPORTS OF REPRESENTATIVES</u></p> <ul style="list-style-type: none"> a) Local Police/CPP – no report available. DCllr Byatt reported that the police cluster had “withered on the vine” and that work is in progress to reinvigorate the local police-community interface. b) District Councillor – DCllr Byatt reported that NKDC has resumed full council meetings which are being held remotely. He requested that anyone observing fly-tipped rubbish report it immediately to https://www.n-kesteven.gov.uk/residents/living-in-your-area/environmental-protection/fly-tipping/ . A consultation is open on the Government's Planning White Paper until 28 Oct and DCllr Byatt encouraged as many people as possible to contribute to this. 	

	<p>c) County Councillor – Cllr Oxby had submitted his report by email, which will be posted onto the website. He gave a brief verbal update.</p>	
570.	<p><u>PARISH CLERK</u></p> <p>a) The Parish Council noted the Clerk’s Report which had been circulated previously.</p> <p>b) Financial report – clarification will be sought from the Clerk regarding the apparent substantial item of expenditure for sundries for Nocton Hub as this appeared to be incorrect.</p> <p>c) It was proposed by Cllr M Clarke, seconded by Cllr M Duff and it was RESOLVED that Cllr H Wilson be added to the Bank Mandate.</p> <p>d) It was proposed by Cllr M Duff, seconded by Cllr H Wilson and it was RESOLVED that the cost of a replacement Parish Council laptop be explored (to include a quote for data transfer and secure disposal of the hard drive), before a decision is made regarding replacement or repair.</p> <p>e) The Clerk will be asked whether she is prepared to charge the Parish Council per page for printing on another printer, rather than purchasing another printer and associated consumables.</p> <p>f) The lack of progress on resolving the straw issue was noted.</p> <p>g) It was noted that the Parish Council has no powers of enforcement in regard of overhanging hedges and poorly placed bins. A request has been submitted for publication in the Limespring Hundred asking residents to keep their hedges trimmed back and, where possible, their bins off the footway.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Duff</p>
571.	<p><u>TRAINING</u></p> <p>It was proposed by Cllr M Duff, seconded by Cllr P Johnston-Davis and it was RESOLVED that all members of staff and Councillors will undertake relevant training provided by LALC.</p>	
572.	<p><u>NOCTON HUB</u></p> <p>a) Cllr N Faulkner’s report was not available. The Hub Manager will be asked to support Cllr Faulkner in identifying issues.</p> <p>b) Cllr P Johnston-Davis gave a verbal report.</p> <p>i. Preparing for winter - hirers have been informed on operation of heating system and on acceptable changes to door opening and ventilation during their hire.</p> <p>ii. Invoices for Sept raised and issued.</p> <p>iii. Booking hours, number of hires, hire income – September 152 hours, 44 hires, £798, October 170 hours, 53 hires, £1052, November 187 hours, 51 hires, £1050. This is a significant increase compared to before the rebuild. Income excludes bar area charge. Initial hires for dance class and yoga extended to Christmas.</p> <p>iv. The Working Group meets tomorrow and is likely to dissolve itself at that point. Members of the Working Group have been asked to consider offering themselves for the planned Management Group.</p> <p>Cllr Murray expressed the Parish Council’s thanks to past and present members of the Working Group for their hard work in getting the building open and in operation.</p> <p>c) It was noted that Invoice 1214, Valuation 11, has been paid in part. Cllr Wilson undertook to work with the Clerk to review the invoice in more detail.</p> <p>d) Cllr Johnston-Davis undertook to place a call for volunteers from the community for the purchase, planting and maintenance of the hedge to the rear of Pegasus (see minute 939 c) i).</p> <p>e) Clarity is needed on exactly what the window cleaning quotes include</p>	

	<p>before a decision can be made.</p> <p>f) Further quotes are awaited before a decision can be made.</p> <p>g) It is not possible to transfer the ownership of the shutters to the Nocton Club t/a Ripon Arms, due to VAT rules. All internal shutters in the building remain the property of, and will be maintained by, the Parish Council.</p>	
573.	<p><u>NOCTON HUB POLICIES</u></p> <p>a) The following policies were considered:</p> <ol style="list-style-type: none"> i. It was proposed by Cllr M Duff, seconded by Cllr M Clarke and it was RESOLVED that the Social Media Policy be adopted. ii. It was proposed by Cllr M Duff, seconded by Cllr M Clarke and it was RESOLVED that the Environmental Policy be adopted. iii. It was proposed by Cllr P Johnston-Davis, seconded by Cllr H Wilson and it was RESOLVED that the Diversity, Inclusion and Equal Opportunities Policy be adopted. iv. The Health and Safety Policy was approved in principal subject to an amendment but is not yet in a finished state. v. A Data Controller is required for the CCTV system. It was considered that this would fall to the Hub Manager. Two full key sets will be held offsite, by the Hub Manager and Cllr Murray. <p>b) It was proposed by Cllr E Murray, seconded by Cllr P Johnston-Davis and it was RESOLVED that Cllrs Murray and Johnston-Davis were authorised to represent the Parish Council in discussions regarding an SLA with the Nocton Club t/a Ripon Arms.</p>	
574.	<p><u>NOCTON HUB – MANAGEMENT GROUP AND USER GROUP</u></p> <p>a) Members of the Management Group would be appointed by the Parish Council. Cllr Johnston-Davis undertook to frame an invitation to the community to put themselves forward.</p> <p>b) It was proposed by Cllr M Clarke, seconded by Cllr P Johnston-Davis and it was RESOLVED to adopt the Terms of Reference for the Management Group.</p> <p>c) It was proposed by Cllr P Johnston-Davis, seconded by Cllr E Murray and it was RESOLVED to appoint a Hub Manager on the job description presented. It was noted that this was not the contract of employment, which would include details of hours, payment etc.</p> <p>d) It was noted that the Terms of Reference of the Management Group require the Group to engage with a wide range of users and non-users to obtain feedback and it was agreed that it was not necessary formally to set up a User Group in addition. The Hub website includes a feedback form.</p>	Cllr Johnston-Davis
575.	<p><u>CHARITABLE STATUS</u></p> <p>a) No update was available.</p> <p>b) Cllr P Johnston-Davis undertook to seek out members of the community who might become part of a Working Group to establish how a Charitable Trust might be set up, and to provide regular reports to the Parish Council.</p>	Cllr Johnston-Davis
576.	<p><u>PLANNING APPLICATIONS AND ISSUES</u></p> <p>a) The following applications were considered:</p> <ol style="list-style-type: none"> i. 20/1143/HOUS 4 Potterhanworth Road Nocton. It was noted that the deadline for comments on this application had passed. ii. 20/1216/VARCON 23 Parklands Avenue Nocton. It was proposed by Cllr P Johnston-Davis, seconded by Cllr H Wilson and it was RESOLVED to submit a comment in support of this application. iii. 20/1160/FUL Land adjacent to Kelkherd House Main Street Nocton. It was proposed by Cllr E Murray, seconded by Cllr M Duff and it was RESOLVED to submit a comment opposing this application on the 	

	<p>grounds that it was not in accordance with the Neighbourhood Plan.</p> <p>iv. 20/1136/FUL Plot 5 Land At Red House Farm Main Road Potterhanworth. It was noted that this application is part of an ongoing development which has previously received outline planning permission. No comment was deemed necessary.</p> <p>The following applications were noted without comment.</p> <p>v. 20/0829/FUL Land north of The Park Potterhanworth – amendments</p> <p>vi. 20/1202/HOUS 1 The Park Potterhanworth</p> <p>vii. 20/1303/TPO 22 Nocton Park Road, Nocton</p> <p>viii. 20/1278/TCA St Andrew’s Church, Potterhanworth</p> <p>ix. 20/1315/TPO 20 Nocton Park Road, Nocton</p> <p>x. 20/1325/TCA The Pines, Barff Road, Potterhanworth</p> <p>xi. 20/1340/TCA Rose Garden, The Avenue, Nocton</p> <p>xii. 20/1338/TPO Rose Garden, The Avenue, Nocton</p> <p>b) The following planning decisions were noted:</p> <p>i. 20/0998/FUL Hanworth Country Park Station Road Potterhanworth – approved</p> <p>ii. 20/0908/HOUS 9 Rectory Close Potterhanworth – approved</p> <p>iii. 20/0698/FUL Plot adjacent The Conifers Barff Road Potterhanworth – refused.</p>	
577.	<p><u>STREETLIGHT NO 23</u></p> <p>a) The updated quote was noted (£338.17 + VAT for disconnection of the power supply and £100 + VAT for removal and disposal of the old wall bracket and lantern); the Parish Council had already agreed to a higher quote of £980 + VAT for removal of the incorrect streetlight (minute 542).</p> <p>b) It was noted that E-On cannot take any responsibility for the stonework or state of the wall behind the bracket. Similarly the Parish Council cannot accept any such responsibility.</p> <p>c) It was noted that any replacement lighting would require the erection of a lighting column and laying of electric source cabling. The cost for this can be supplied when any location for same is agreed by the PC.</p> <p>d) It was noted that the property owners have stated that they do not believe that any replacement lighting is required. The Parish Council will review the situation once the light has been removed.</p>	
578.	<p><u>POLICIES AND PROCEDURES</u></p> <p>a) It was proposed by Cllr M Clarke, seconded by Cllr H Wilson and it was RESOLVED that the Lone Worker Policy be adopted.</p> <p>b) The LALC guidance on physical meetings was noted. It was proposed by Cllr P Johnston-Davies, seconded by Cllr M Clarke and it was RESOLVED that the Parish Council would continue to meet in person but would keep the Government’s guidelines under review and would adhere to all applicable safety requirements.</p>	
579.	<p><u>SERVICE OF REMEMBRANCE 2020 / RBL POPPY WREATH</u></p> <p>It was noted that there will be a Remembrance Service in Nocton this year although arrangements have not been finalised. It was agreed that the wreath should be laid by a Councillor during the service on behalf of the Parish Council, representing the community, and that afterwards it should be moved to the WW1 centenary memorial tree on the village green.</p>	
580.	<p><u>NOCTON PARISH COUNCIL – DATES OF FUTURE MEETING</u></p> <p>a) Arrangements for the Annual Parish Meeting - held over in the absence of the Clerk.</p> <p>b) It was noted that the next meeting of the Parish Council will be held on 10 November at The Hub, Main Street, Nocton, 7pm.</p>	

	<p><u>PUBLIC QUESTION TIME</u></p> <p>a) A member of the public asked CCllr Oxby to confirm that LCC have enforcement powers but expect the Parish Council to write to the owner first. CCllr Oxby undertook to investigate this. Cllr M Duff raised an issue with a particular property and will supply the address to the Clerk for a letter. Leda Properties has already been written to regarding the trees on Main Street but has not replied. CCllr Oxby will look into enforcement by LCC.</p> <p>b) A member of the public asked DCllr Byatt if, given the expressed concerns over the Planning White Paper, local MPs would be strenuously lobbied; DCllr Byatt confirmed that they would.</p> <p>c) A member of the public asked about the capacity in which parish residents would serve on the Hub Management Group. Cllr Murray clarified that members would serve as members of the community as a whole, not as representatives of organisations, although members would not be precluded from also being members of parish organisations.</p>	
	<p>There being no further business the Chair closed the meeting at 9:25pm</p>	

Signed.....E.MURRAY

Date.....10/11/2020