

MINUTES OF OSGATHORPE PARISH COUNCIL MEETING HELD AT HARLEY HALL, OSGATHORPE AT 7PM TUESDAY 14th NOVEMBER 2023

These minutes remain DRAFT until signed & dated by the Chairman.

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| | <p>Present:</p> <p>Members: Councillor A. Bate (Chair) Councillors J. Elson (Vice Chair), S. Olsberg, A. Dodson, J. Lowth.</p> <p>Officer: M. Mitchell (Parish Clerk/RFO)</p> <p>Members of the Public: There were five members of the public present.</p> |
| 103/23-24 | <p>Apologies There were no apologies received – all members were present.</p> |
| 104/23-24 | <p>Public Participation (1) A member of the public commented on agenda item 134/23-24(b) – Defibrillator Training. He explained how the village had received defib training in the past.</p> |
| 105/23-24 | <p>Declarations of interest There were no declarations of interest.</p> |
| 106/23-24 | <p>Requests for Dispensation There were no applications for dispensation.</p> |
| 107/23-24 | <p>Police PCSO Nicola Russell provided a verbal update. She apologised that she is not always able to attend but said if the Parish Council give the police plenty of warning, they will do their best to ensure someone attends the meeting. She pointed out that there were no current concerns with regards to police and crime in Osgathorpe though added that there had been an increase in burglaries in the wider area as well as theft from vans. Councillor Bate asked if a phone call before a Parish Meeting would be more convenient for PCSO Russell. An update could be given at the meeting without the police having to attend all meetings. PCSO Russell explained that each police officer is expected to attend just one parish council meeting a year but if we send her dates of subsequent meetings, she will do her best to attend. The Chairman thanked PCSO Russell for attending.</p> |
| 109/23-24 | <p>Minutes of previous Parish Council Meeting On the motion of Councillor Dodson, seconded by Councillor Lowth;</p> <p>RESOLVED: that the minutes of the Parish Council Meeting on the 12th September 2023 be approved as a correct record and signed by the Chairman.</p> |

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| 109/23-24 | Neighbourhood Watch Councillor Bate explained that David Berryman, a local resident, is willing to act as a neighbourhood watch coordinator if other residents are willing to assist for their areas of the village. It was agreed that the Parish Council will seek to secure such additional involvement and promote neighbourhood watch. |
| | Financial Matters |
| 110/23-24 | A summary of accounts and bank fees were provided by the Clerk and Chairman. The Chairman added that a cash flow forecast and a provisional budget would be prepared and shared with Parish Councillors prior to the next meeting. |
| 111/23-24 | A verbal update was provided by the Clerk with regards to the move to internet banking. |
| | Cheques / Payments |
| 112/23-24 | Councillor Bate stated that he was aware that two receipts had been submitted for petrol on the ride on mower and suggested that a cheque is written tonight and retrospectively approved at the next parish Council meeting. On the motion of Councillor Dodson, seconded by Councillor Elson; RESOLVED: that the following payments be made/approved: |
| (a) | Retrospective approval - Payment to Roy Knowles £500 (Cheque no. 100844) for repainting of telephone box |
| (b) | Receive and note - Payment to George Phillipson £21 (cheque no. 100845) for licence for social evening held on 23 rd September 2023. |
| (c) | Hire of Harley Hall on 14 th November- £25 (cheque no.100846). E. A Scotney |
| (d) | Clerk's salary & HMRC Tax – total £800 (chq no. 100847 and chq no. 100848) |
| (e) | Councillor training (Cllr Dodson) to LRALC Ltd - £50 (chq no. 100849) |
| (f) | Printing costs for village Voice £29.52 to A Bate (chq no. 100850) |
| 113/23-24 | Correspondence Received |
| (a) | Email from Robert McGlynn re. Parish Council arranging for trees and hedges to be cut on the Green, Orchard Close. |
| (b) | Email from Ian Stone re. damage to wall and street sign on Orchard Close by a school bus. Also, enquiring about claiming for petrol purchased for mower in the sum of £8.66. Councillor Bate suggested that the usage of the green space at Orchard Close is discussed at the next parish Council meeting. With regards to the bus route a member of public explained that Orchard Close does not usually form part of the bus route but had been used temporarily due to road closures. On the motion of Councillor Olsberg, seconded by Councillor Lowth; RESOLVED: to meet ongoing costs from residents on Orchard Close to continue to maintain the Parish Council owned land and raise a cheque for £8.66 to reimburse Ian Stone, retrospectively approving this payment at the next Parish Council meeting. Also to write to the County Council as the street sign needs replacing. |
| | Planning Matters |
| 114/23-24 | New consultations received from NWLDC: |
| (a) | There were no new planning applications submitted for consideration. |

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| 115/23-24 | Planning applications in process of being determined by NWLDC for which consultation response has been provided by the Parish Council |
| (a) | 23/01063/FUL – Storey Arms, 41 Main Street change of use of public house to one dwelling – Refused |
| (b) | 23/01221/AGP – Cinder Hill Farm, Ashby Road – Erection of polytunnel - granted |
| | Other Planning Matters |
| 116/23-24 | Update on application 22/01611/FUL - The Warren, 6 Chapel Lane. Valid appeal lodged. Councillor Bate explained that the Parish Council had not yet been notified of this application by NWLDC or the Planning Inspectorate. |
| | Cemetery |
| 117/23-24 | The Parish Clerk provided a verbal update, explaining that she had visited the cemetery in September 2023 and found it to be in good order, with no obvious concerns with regards to the stability of gravestones. There was a need to establish a clear process for the exclusive rights purchase of plots as some had been verbally booked in without clear written communication. Also, no payment had yet been secured for these plots. She also passed on her thanks to Mike Fairlamb, former Parish Councillor, who had shown her around the cemetery and also provided an update on the good work that had occurred already with the administration of the cemetery. Councillor Dodson has been working on the cemetery map. It was agreed that Councillor Dodson and the Parish Clerk would arrange a meeting to progress the layout of the cemetery. |
| 118/23-24 | Mole issue – to decide the best approach to eradicate moles. Quote obtained for £100 from Andy Dennis (The Mole Man). Councillor Olsberg explained that he has recently used a solar mole repellent which completely eradicated the moles in his garden. This is a safe and humane way of getting rid of the moles. On the motion of Councillor Olsberg, seconded by Councillor Lowth; RESOLVED: to use the solar mole repellent and if that does not work to employ the services of Andy Dennis, ‘The Mole Man’. |
| | Play Area |
| 119/23-24 | Signage – Received quote for £75. £15 more than estimated. Can we proceed? On the motion of Councillor Bate, seconded by Councillor Olsberg RESOLVED: to proceed with the quote for a new sign for the play area. Councillor Dodson will assess the play area for a suitable point of installation and provide photos. |
| | Resolution to review and agree draft risk assessment for ride on mower It was agreed to defer this item to the next Parish Council meeting. Councillor Bate added that the Parish Council also need to agree how the mower will be serviced. |
| | Highways & Footpaths |
| 120/23-24 | Severn Trent, new pipeline – Councillor Bate provided a verbal update, explaining that Councillors Elson, Olsberg and himself had met with representatives from Severn Trent who explained that the phosphate levels from the Snarrows Road treatment works are too high to discharge into the Grace Dieu brook so are installing a new pipe between Snarrows Road and the River Trent near Melbourne. This means that Severn Trent will be running plant and |

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| | equipment along the roads in Osgathorpe throughout this project which is expected to take about 12 months. They will ensure that only one road is closed at any time. Separately, Severn Trent are going to be installing a larger holding tank at the Snarrows Road works. Councillor Bate said he had also highlighted the issues caused by lorries carrying aggregate through the village centre and leaving debris on the roads. This now seems to have improved. |
| 121/23-24 | Meeting with LCC Footpath Officer re village footpaths – Councillor Dodson explained that both Councillor Bate and he had arranged a meeting with the senior footpath officer at the County Council but she had to cancel the meeting at the last minute. Councillor Dodson was in the process of rearranging the meeting. |
| 122/23-24 | Meeting with LCC Footpath Officer re. former bridge over West Meadow Brook – as above, a meeting had been arranged with the senior footpath officer which was cancelled. Councillor Dodson added that he was making enquiries with regards to talking to the estate manager regarding improved access in and out of Glebe Field. |
| 123/23-24 | Snarrows Road email exchange with LCC re road condition – Councillor Bate explained that he had previously met with LCC regarding the condition of Meadow Lane which they are going to jet wash in the winter. He had noticed that there was a tarmac bleed on Snarrows Road, but the highways officer had looked at it and didn't think it requires immediate remediation. |
| (a) | Notice of temporary traffic regulation order – Snarrows Road, Osgathorpe – two weeks commencing 7 th November 2023. |
| (b) | Advanced notice of temporary traffic regulation order – Church Lane, Osgathorpe – two weeks commencing 8 th January 2024. |
| (c) | Advanced notice of temporary traffic regulation order – Snarrows Road, Osgathorpe, 15 metres south of Main Street – not part of pipeline works. 23 rd January 2024 for 3 days |
| 124/23-24 | Website & Technology <ol style="list-style-type: none"> a. Update on hard drive for backing up – The Parish Clerk explained that Councillor Dodson had supplied her with a portable hard drive which she had backed up with all PC documentation. b. Consider appointing an administrator for village Facebook page – Councillor Lowth volunteered to act as an administrator for the village Facebook page on behalf of the Parish Council |
| 125/23-24 | Village Voice Resolution for Parish Council to meet publishing costs of Village Voice On the motion of Councillor Olsberg, seconded by Councillor Lowth; RESOLVED: to reimburse Councillor Bate on the printing and paper costs for the latest publication of the Village Voice. |
| 126/23-24 | UK-SPF Community Grant – spent £42 to date. Circa £3,000 yet to be spent. Councillor Bate explained that only £42 had been spent to date but he had met with Ian Worsley regarding the works needed to make the proposed storage facility more secure. This work formed part of the successful grant application. |
| 127/23-24 | Harley Trust Verbal update from Councillor Bate, representative on behalf of Parish Council. |

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| | <p>Councillor Bate explained that he had attended the September meeting, with the next meeting being due in March 2024 as the Trust holds two meetings a year. Councillor Bate added that it had become evident that there is an unforeseen conflict of interest as he bought his property from the Trust and that the simplest way forward is for him to step down and a new representative from Osgathorpe Parish Council be appointed as a Trustee.</p> <p>On the motion of Councillor Olberg, seconded by Councillor Lowth;</p> <p>RESOLVED: to appoint Councillor Dodson as the replacement Trustee from the Parish Council to the Harley Trust.</p> <p>Councillor Bate cautioned that the Harley Hall may not be a long-term village asset as the Harley Trust may look to sell this and the adjoining property.</p> |
| 128/23-24 | <p>Storey Arms Councillor Bate advised that the OCPL have suggested meeting to discuss the future relationship of both parties.</p> <p>On the motion of Councillor Bate, seconded by Councillor Lowth</p> <p>RESOLVED: to meet with OCPL to discuss options and ideas and defer any decisions to a future meeting.</p> |
| 129/23-24 | <p>Policy Updates To receive and adopt new policies: Standing Orders and Financial Regulations, both adapted from NALC model standing orders & Financial Regulations</p> <p>On the motion of Councillor Lowth, seconded by Councillor Olsen</p> <p>RESOLVED: to adopt the Standing Orders and Financial Regulation based on the NALC models.</p> |
| 130/23-24 | <p>Orchard Close Parish Council land; uses and costs</p> <p>This agenda item had already been discussed in item 113/23-24</p> |
| 131/23-24 | <p>Circular Village route To receive and note verbal update from Councillor Dodson regarding the proposed circular village walk.</p> <p>This agenda item had already been covered in item 121/23-24</p> |
| 132/23-24 | <p>Footpath monitoring To discuss and agree the potential formation of a footpath monitoring group, possibly in the formation of a subgroup or committee. Councillor Bate explained that this subject had been raised in the recent village meeting. Councillor Olsberg suggested this may be something that Councillor Dodson could take up. It was agreed that a footpath team could create their own group but use Councillor Dodson's email to submit any correspondence to the Parish Council. Councillor Bate will notify Liz Harlow.</p> |
| 133/23-24 | <p>Parish Council Meeting start time To consider moving the Parish Council Meeting start time to 7.30pm to see whether this results in greater public attendance.</p> |

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| | <p>A discussion ensued regarding moving the Parish Council meeting to an alternative time.</p> <p>On the motion of Councillor Olsberg, seconded by Councillor Bate;</p> <p>RESOLVED: to move the Parish Council meeting to 7:30pm for the next two meetings – 9th January 2024 and 12th March 2024. If public participation does not increase future meetings revert to a 7pm start time.</p> |
| 134/23-24 | <p>Defibrillators</p> <p>a. Portfolio lead b. Defib training – when and who</p> <p>Councillor Bate explained that the defibs were included within the portfolio held by former Councillor Mike Fairlamb. It was ascertained that the defib units are regularly checked by David Marshall who is happy to continue to check them and would advise the Parish Clerk of any new parts etc were required.</p> <p>With regards to training, The Parish Clerk explained that NHS East Midlands Ambulance Service had sent a speculative email to her offering free training in the use of defibrillators. The village just needed to provide a venue for the training and arrange a time etc. The Parish Clerk will send details of this to Councillor Lowth who will circulate amongst the village to ascertain how much interest there is for this training. A time and venue can then be arranged.</p> |
| 135/23-24 | <p>Communication/broadband – Full fibre verbal update</p> <p>Councillor Bate provided an update on this, stating that Osgathorpe was still in the running for ‘fibre to the premises’ update. We should know by May 2024 whether Osgathorpe has been included on the final list.</p> |
| 136/23-24 | <p>Flooding – verbal updates on following:</p> <p>a. Tree partially blocking West Meadow Brook/Blythe Land</p> <p>Councillor Bate explained that the County Council are writing to the landowner requesting that the tree is removed.</p> <p>b. 20th October 2023 – lessons learned and suggested actions</p> <p>Councillor Bate provided an update on the recent flooding experienced by the village. Councillor Dodson suggested obtaining a supply of sandbags. Councillor Bate explained that sandbags are not the most suitable flood defence but he had arranged to collect 30 gel bags from the District Council.</p> <p>c. Request for meeting sent to Russell Boam (ward member) re flood resilience</p> <p>Councillor Bate explained that he had received no response at all from Councillor Boam</p> |
| 137/23-24 | <p>Risk Assessment – review and agree general risk assessment and management doc</p> <p>This will be reviewed at the next Parish Council meeting in January 2024.</p> |
| 138/23-24 | <p>Public participation (2)</p> |

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| | <p>Members of the public may raise matters for the parish council to consider at its next meeting, ask questions, address queries and give evidence to assist the parish council in undertaking its business.</p> <p>A member of the public expressed concern regarding the exit from Snarrows Lane onto the A512 as this can be very dangerous. Councillor Bate added that, as a minimum, there should be visibility splays. It was suggested that the Parish Council writes to the Highway Authority and request that it reviews the safety from this exit point.</p> <p>Councillor Dodson wanted to give thanks to Owen Mace for chairing the village meeting and with the organisation of this meeting.</p> |
| 139/23-24 | <p>Action log – review outstanding actions.</p> <p>Actions were reviewed and updated.</p> |
| | <p>The meeting closed at 8:40pm</p> |
| | <p>Dates of Next Meetings:</p> <p>9th January 2024 – 7.30pm start.</p> <p>12th March 2024 – 7.30pm start</p> |

Signed by Chairman

Date