



Dear Councillors Ryan Cullen, Dee Harrison, Henry Micah, John Newton, Barry Smith, Jim Weale, and Mollie Weale,

You are summoned to attend the next meeting of the Parish Council to be held on Monday 28th March commencing at 7pm. This meet will be held in the small hall of Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.

Marion Fox Goddard, Fernwood Parish Clerk, Tuesday 22nd March 2022

A G E N D A

31. Declarations of any intentions to record the meeting
32. Public Open Forum (15 minutes) - ***Fernwood Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting***
33. Apologies for absence
34. Declarations of interest
35. Approval of the minutes of the last Parish Council meeting of 21st February 2022
36. Councillors' and Clerk's Reports
37. County Councillor and District Councillors reports
38. Finance
 - a. Bank reconciliation for the year to date to be noted
 - b. Items of income to be noted
 - c. Items of expenditure paid by Direct Debit/Standing Order to be noted and items of expenditure approved under delegated powers since the last meeting – to be noted
 - d. Items of expenditure for consideration
 - i. Platinum Jubilee Expenditure – various items
 - ii. Parish Online
 - e. To note the National Joint Council for Local Government Services 2021-22 National Salary Award.

39. Policy

New documents to be considered:

- a. 2022/23 Action plan and 2021/22 review

Current policies/documents to be reviewed:

- b. [Expenses Policy](#)
- c. [Grants Policy](#)
- d. Lone Working Risk Assessments
- e. [Planning and Maintenance Strategy](#)
- f. [Training and Development Policy](#)
- g. [Village Hall Management Group Terms of Reference](#)

40. Correspondence

- a. Email encouraging feedback on the [Boundary Commission for England \(BCE\) public consultation](#) on its proposed map of constituencies
- b. NALC Guidance on what Councils can do to help the Ukraine

EXEMPT BUSINESS

Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972

41. To note the Personnel Committee minutes.

42. To consider and the Personnel Committee's recommendation regarding how to proceed with communication issues with Nottinghamshire County Council and decide on action required.



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 21st February 2022 at 7pm
at Fernwood Village Hall

Present: Parish Councillors: R. Cullen, D. Harrison, H. Micah, J. Newton, B. Smith
 (Chair), J. Weale, M. Weale

Clerk: Marion Fox Goddard

Agenda, reports and accompanying information for this meeting is available on the Council's website here: [attachments.asp \(fernwood-pc.co.uk\)](http://attachments.asp(fernwood-pc.co.uk))

15. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press

16. Public Forum

Two residents joined the meeting to discuss the following issues:

- Cars parked on pavement on Goldstraw Lane, making visibility poor and it dangerous to pull out from Youngs Avenue (item 28g). The resident had received a response from NCC with which she was disappointed. However, the problem seems to have improved with two cars now being parked in the car park rather than on the path. Another car has started parking on the path. The resident will ask the owner to park without impeding visibility.
- Tall Silver Birches on Dale Green – update was requested. The Parish Councillors had viewed the trees prior to the meeting but no further action has been taken with the trees being healthy and stable. – *Resident to establish what requirements solar panels installers who have respect to the height of the trees.*
- Unclear who is responsible for maintenance of hedges affecting access to homes with shared access – *Resident to send further details to the Clerk so this can be investigated.*
- Hollowdyke Lane Closure and the impact planned roadworks will have on Fernwood residents – reference email dated 28/11/21 (correspondence item 13c, January Parish Council meeting) – see item 24.
- Dog poo not being picked up and bags dropped by some dog owners (item 28g) – Resident outlined the issue, suggested a dog owners' group be formed and sought help from the Parish Council to tackle this issue. - *Clerk to add a reminder to Facebook and an article in the April gazette and contact the dog warden to see whether NSDC's Waste Investigations, Support and Enforcement (WISE) team can assist with tackling this issue in Fernwood.*
- Ditches along Hollowdyke Lane (item 28f) – Resident suggested the Parish Council should investigate who is responsible for the maintenance of the ditch on the Fernwood Central side of Hollowdyke Lane. Riparian rights needing to be considered before acquiring the open spaces in Fernwood Central – *Resident to send additional details to*

the Clerk so NCC/NSDC can be contacted for assistance on establishing what agreements were made at the time Fernwood Central was developed.

17. Apologies for absence

None.

18. Declarations of Interest

None.

19. Approval of the minutes of the Parish Council meeting on 17th January 2021

The Parish Council minutes were approved as accurate record and signed by the Chair. Proposer: J. Newton, Seconder: R. Cullen, RESOLVED unanimously.

20. Councillors & Clerk Reports

Councillor J Weale – Asked if we are monitoring mud on the road/paths near the service station development as this has been muddy at certain times. Clerk to contact planning enforcement to see what can be done/if a wheel wash is in place and to contact the site manager so liaison meetings can be organised.

Councillor Micah – Had also noticed the mud and agreed that the Parish Council should investigate this.

Councillor Cullen – Had met with the Council's solicitor with Cllr J. Weale and the Clerk to discuss the search findings on the woodland. Noted concern that the TPOs had not been picked up by some of the searches.

Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – Meeting held with NSDC and BDWH. Target date for completion has been set: October 2022. <i>Clerk to request a meeting with John Robinson and Matt Lamb to discuss this.</i>	21/46c
Derry's woodland purchase – Cllrs Cullen, J. Weale and I met with our solicitor on 4/2/22 to go through the legal work. Due to complete this month. Tidy up, bin installation and lighting repairs will be completed as soon as possible after the transfer into Parish Council ownership. <i>Risk assessment – see item 27a</i>	21/30 20/114g 21/125di
Trees – Awaiting date for tree surveys for the Village Hall and Dale Green. Contractor has been informed that we will require the tree work recommended for the woodland behind the nursery (once the land belongs to the Parish Council) Donation has been made to the Nottinghamshire Wildlife Trust.	22/8dii - iv
Parish Council Meetings – Alternative option for integrated solution for conducting hybrid meetings - see item 22di	21/45 21/125 22/6
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH which may help with clarifying who is responsible for the area in front of the substation.	21/87e
Townhill Square/Cormack Lane adoptions — BDWH are awaiting an update on the adoption from NCC – Cllr Lee has also received an enquiry regarding this and is seeking updates from County Council officers.	21/87h
Signage for the park – see item 22diii	21/98

Youth Initiative – Recruitment has been further delayed. We are aiming to start the youth club after the Easter holidays, but further recruitment work is required. I have been in contact with Newark Youth Trust and as they are inviting grant applications for equipment; I recommend we wait until the group is up and running so we can ask the attendees what they would like to have funding for to ensure we get what they want.	21/127
Antisocial Behaviour – The temporary camera over the park has been in place for 3 months and is due to be moved elsewhere in the district.	21/149
Radar speed signs on Goldstraw Lane/Dale Way – Cllr Lee is arranging a temporary solution.	21/152
Administration Assistant – Interviews have been conducted and the Personnel Committee will be making a recommendation to Full Council – see item 30.	21/156
Meeting with local MP – I have called to request this again (9/2/22) so hopefully we can get a date set soon.	21/154
Request for signage for Fernwood from the Balderton roundabout – The following feedback has now been received: NCC do not want to look at signage in this area and they may look at it as part of a larger scheme in the future, but Cllr Lee has said he will pass on our email to the relevant officer to see if they will reconsider.	21/154
Coat of Arms – Letter has been drafted to request the granting of Arms.	21/154
Jubilee Celebrations – plans are underway for a community celebration on the evening of 2/6/22. Clerk suggests that funding be used for this celebration rather than contributing to street parties – as this will be difficult to administer fairly.	21/159
Construction traffic/Mud complaints – Planning enforcement have inspected the roads at the end of January and are now satisfied with the additional measures that the developer has put in. They will continue to periodically monitor this. The new construction traffic signage is still not in place – the latest update I've had is that we are awaiting an application to be submitted to NSDC (2/2/22). That being said, there have been no complaints regarding construction traffic in the village recently.	
Water Tower, Goldstraw Lane – broken fencing to the rear of the tower still hasn't been fixed. The owner has been reminded and has said he will get this repaired.	
Liaison Meeting held with Allison Homes (AH) on 27/1/22 <ul style="list-style-type: none"> • the new roundabout off the B6326 leading into the AH site will be started w/c 31/1 – the half of the roundabout within the AH site will be constructed first with the aim of diverting traffic on the completed AH site half whilst the half on the B6326 is being constructed. This will hopefully minimise disruption to road users. Working with NCC to finish phase 2 of the safety audit. • AH site manager is planning to get water from the industrial estate rather than Phoenix Lane 	
Scrapyard – No further feedback from NCC regarding activity on this site. Correspondence has been copied to Cllr Lee as requested.	22/6

21. County Councillor and District Councillors Reports

No reports received. The Council noted Councillor Lee has written to say he will no longer come to Fernwood Parish Council meetings.

22. Finance

- a. [Bank reconciliation](#) – noted.
- b. Year to date income – noted.
- c. Expenditure since last meeting under delegated powers/previously agreed expenditure - noted

d. Items of Expenditure considered

Expenditure	Budget Area	Total £	Decision
i. Remote meeting alternative solution	Parish Council – individual items	-	Unanimously rejected. With the reduction of Covid restrictions and limited take up of online visitors to Parish Council meetings since physical meetings were resumed, the Council decided to no longer hold hybrid meetings and therefore not proceed with this.
ii. Heating pipework improvements	Boiler maintenance/plumbing	1609.48	Unanimously approved Prop.: H. Micah, Sec.: D. Harrison
iii. Signs for the park	Individual items – Parish Council	864.00	Unanimously approved Prop.: R. Cullen, Sec.: J. Weale

e. Interim Audit Report – noted.

23. Planning

a. Planning applications considered:

22/00245/FUL	Cowtham House A1 Fernwood to Balderton NG23 5EA	Change of use of agricultural building to one dwelling.	The Council unanimously agreed to support this application.
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b. Foot Path Diversion Order – Fernwood No.1 Diversion Order 2021 – noted with no objection.

c. To consider Claypole's draft Neighbourhood Plan – noted - *Clerk to write to Claypole Parish Council to thank them and to ask for Fernwood Parish Council to be kept up to date on the progress of the plan.*

d. The Council noted the following decisions made by Newark and Sherwood District Council:

21/02472/TPO	Various locations	Undertake works to trees identified as being protected by TPO N302;	Grant Works to Tree/s Protected by TPO
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24. Discussion on how to proceed regarding Hollowdyke Lane

The Council shared the concerns raised during the public forum regarding the impact of future traffic works would have on Fernwood with Hollowdyke Lane being closed adding to the issue. The Council also noted that the 'perceived dangerous junction' onto Main Street Balderton had no evidence of accidents on NCC's [Nottinghamshire Insight Mapping website](#) bringing into question the need for its planned long term closure. *Clerk to write to NCC/NSDC/National Highways to outline the issues and concerns and ask what is planned to mitigate the delays major works will cause to Fernwood residents.*

25. Antisocial Behaviour meeting notes from a recent meeting between local stakeholders

– notes noted including statistics received on antisocial behaviour instances in Fernwood since December 2021. *Clerk to arrange a meeting with NSDC's CCTV officer and antisocial behaviour officer to discuss permanent CCTV over the playing field. Chair of Balderton Parish Council to also be invited.*

26. Village Hall Management Group – The Council noted the Village Hall Management Group notes from 7/2/22 and the Council made the following decisions regarding the group's recommendations:

- Purchase bird feeders for in the garden – not agreed due to concerns regarding avian pox.
- Remove bench under the trees as dilapidated – agreed.
- Dispose of cups and saucers – agreed.
- Look how the fence can be adapted to stop children coming under the fence – *Clerk to obtain quotes.*

27. Policy

New document considered:

- a. Risk Assessment for the Woodland behind the nursery

The Councillors unanimously agreed to adopt this. Proposer: H. Micah, Seconder: D. Harrison - *Clerk to add to the Council's website once the Council owns the woods.*

Current documents that were reviewed:

- b. [Personnel Committee terms of reference](#)
- c. [Safeguarding Policy](#)
- d. [Equality and Diversity Policy](#)
- e. [Armed Forces Covenant](#)

The Councillors unanimously agreed that no changes were required to items b-e. Proposer: D. Harrison, Seconder: J. Weale.

- f. Planning and Strategy Committee Terms of Reference – The Council agreed to archive this document and continue to consider planning business during Full Council meetings.

28. Correspondence

- a. Consultation on the Draft Nottinghamshire and Nottingham Waste Local Plan - *Clerk to add reminder to local Facebook pages regarding this consultation and respond on behalf of the Parish Council to request greater number of item types to be recycled and support retaining the Brunel Drive recycling centre.*
- b. Email from National Grid Electricity Transmission Plc regarding maintenance on the overhead electricity line between Cottam Power Station and Ufford – noted.
- c. Introductory email from NSDC's new Community Relations Officer – noted.
- d. Email regarding Parking Issues - Youngs Ave/Goldstraw Lane – see item 16.
- e. Draft Criteria for Identifying Non-designated Heritage Assets – consultation – *Clerk to contact NSDC's conservation to request a visit with a view to having the Water Tower, Icehouse and Balderton Hall included in the listings when possible.*
- f. Email regarding responsibility for the ditch along Hollowdyke Lane - see item 16.
- g. Email regarding dog poo bags being dropped in the village - see item 16.

The Council resolved to exclude the public and press. Proposer: J. Weale, Seconder: R. Cullen

EXEMPT ITEMS

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29. Consideration of quotes for Maintenance of the Woodland behind the nursery

The Council unanimously agreed to use Newark and Sherwood District Council to do this work. Proposer: J. Weale, Seconder: D. Harrison

30. Consideration of the Personnel Committee's recommendation for a job offer to be made for the Administrative Assistant post

The Council unanimously agreed to offer the post to the recommended candidate with a view to her starting on March 14th.

Meeting closed at 21:20

Next Meeting Monday 21st March, 7pm Fernwood Village Hall

MARCH Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council –Target date for completion: October 2022. Meeting has been requested with NSDC.	21/46c
Derry's woodland purchase – We are very close to completion. As soon as we get this land into Parish Council ownership, we will arrange our suppliers to tidy up this area and make necessary repairs.	21/30 20/114g 21/125di
Trees – Awaiting date for tree surveys for the Village Hall and Dale Green. Contractor has been informed that we will require the tree work recommended for the woodland behind the nursery (once the land belongs to the Parish Council) so all this work is likely to be done together.	22/8dii - iv
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH which may help with clarifying who is responsible for the area in front of the substation.	21/87e
Townhill Square/Cormack Lane adoptions — BDWH are awaiting an update on the adoption from NCC – Cllr Lee has also received an enquiry regarding this and is seeking updates from County Council officers. Awaiting update from NCC.	21/87h
Signage for the park – is up and an article has been added to the April Fernwood Gazette.	21/98
Youth Initiative – Youth Club will open on 22/4/22. This has been covered in an article in the Fernwood Gazette and posts will be added to Fernwood social media closer to the time. Building induction has been carried out with the leader of the group.	21/127
Antisocial Behaviour – A meeting was held with NSDC's CCTV manager to discuss options for permanent CCTV in this area. <i>Clerk work with Police and Antisocial behaviour officer to build a business case for this.</i>	21/149
Radar speed signs on Goldstraw Lane/Dale Way – Cllr Lee is arranging a temporary solution but at this stage we do not have a date when they will be installed.	21/152
Administration Assistant – started on March 14th and has begun training/handover of the administration tasks.	21/156
Meeting with local MP – This was requested on 9/2/22 (again) but so far no date has been offered.	21/154
Request for signage for Fernwood from the Balderton roundabout – Feedback from NCC - they don't want to do this at his time.	21/154
Coat of Arms – Letter has been sent to request the granting of Arms. They have requested some details about the initiation of Fernwood Parish Council which requires the Clerk to go to the Nottinghamshire Archives – <i>Clerk to go.</i>	21/154
Jubilee Celebrations – plans are well underway for a community celebration on the evening of 2/6/22. We have applied for a road closure to keep everyone safe.	21/159
Construction traffic improved directional signage – still not in place. We will get an update from Barratt David Wilson Homes when we meet them at the end of this month.	
Water Tower, Goldstraw Lane – broken fencing to the rear of the tower still hasn't been fixed. The owner will be coming to meet the Clerk on 21/3/22 so an update will be requested.	
Scrapyard – No further feedback from NCC regarding activity on this site. Correspondence has been copied to Cllr Lee as requested.	22/6
NSDC/NCC/National Highways were sent a letter regarding the concerns regarding all the traffic works and the closure of Hollowdyke Lane – National Highways have responded to say the work is not in their remit. No official response from NSDC and NCC yet.	22/24
Dog Poo Complaint – A Facebook post has been added and the April Gazette has an article about this. NSDC has been contacted and they will be doing some patrols	22/28g

in the area. They don't have any signage that we can have at the moment but have committed to providing some when they have it.	
Ditches responsibility on Hollowdyke Lane – a note has been sent to NSDC regarding this and they have asked their solicitor to look into this.	22/28f
Representatives from Fernwood Parish Council met the Senior Construction Manager looking after the new services being built in Fernwood. The services will include a Petrol Station, Pret A Manger, Greggs, Burger King with drive through, Starbucks with drive through, Shop (brand to be decided), Gaming Zone, 42 HGV spaces, 12 EV charging spaces, Just Eat/Deliveroo will be used Petrol station/shop/fuel – 24 hours. A minimum of 65 jobs will be created. Roadworks -In approximately June/July, 8 weeks worth of roadworks will be required to do work to improve access to the site including some work on the B6326. This will need traffic control for this period. If there are no delays, Welcome Break aim to open the services at the end of September 2022. The Parish Council will meet with them monthly for updates.	22/20
NSDC's Conservation Officers will come to the April Parish Council meeting to discuss non-heritage assets.	22/28e
Village Hall – Heating pipework has been booked. Remaining action points yet to be completed due to workload.	

**Bank Reconciliation
Fernwood Parish Council**

Period Ending 28-Feb-22

Prepared by: *Marion Fox Geddard, Clerk*

Date: 01 March 2022

Approved by: [Redacted]

Date: [Redacted]

Balance per bank statement as at 28-February-2022

	£	Total £
TSB Current Account - Parish Council	£436.19	
TSB Reserve Account - Parish Council	£60,518.85	
Unity Trust - Parish Council	£53,744.75	
TSB Current Account - Village Hall	£3,677.25	
TSB Reserve Account - Village Hall	£7,182.23	
Unity Trust - Village Hall	£14,416.66	
Nationwide	£83,573.71	
Redwood	£85,000.00	
Virgin Money	£85,722.50	
Petty Cash	None held	
		394,272.14
Less: any unrepresented cheques/BACS payments at 28-February-2022		£0.00
Add: any unbanked cash / cleared cheques at 28-February-2022		£0.00
Net bank balances as at 28-February-2022		<u>£394,272.14</u>

The net balances reconcile to the Cash book (receipts and payments)

CASH BOOK

Opening Balance	£324,564.58
Add: Receipts in the year	£170,347.79
Less: Receipts from 2020/21*	-£58.50
Less: Payments in the year	£100,581.73
Closing balance per cash book as at 28-February-2022	<u>£394,272.14</u>

Ringfenced Amounts in the Parish Council Reserve Account/Nationwide

CIL	£139,688.95
	<u>£139,688.95</u>

*£58.50 cheque received in 2020/21 but paid in in 2021/22

Agenda Item 38 - Finance

Item 38 b&c

b. Income 2021/22	£
	17,522.42
Regular Hire	
Other Hall Hire	6,584.41
CIL	59,615.59
Precept	71619.00
Interest	1,293.42
Advertising income	485.00
Feed in tariff	1,341.12
VAT reimbursement	1,786.83
Youth Project External Funding NCC/NSDC	10100.00
Total	170,347.79

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
Parish Council					
	Salaries, HMRC, pension (March)			5,859.55	BACS
21CC Group Ltd	Events – Beacon	490.00	98.00	588.00	CARD
Apogee	Copiers and copies	5.55	1.11	6.66	DD
NSDC	Dog Bins (emptying for 6 months)	1500.00	300.00	1800.00	BACS
NALC	Annual subscription	445.70	-	445.70	BACS
Land Registry	Searches	12.00	-	12.00	CARD
Canva	Events – Jubilee Advert	0.99	-	0.99	CARD
A. Macandrew	Events – Jubilee singer	50.00	-	50.00	BACS
Primeprint	Publications – gazette	455.00	-	455.00	BACS
Whisby Council	Individual items – bulbs	5.98	-	5.98	CARD
The Works	Stationery	5.21	1.04	6.25	CARD
Zoom	Software/licences Online meeting platform	11.99	2.40	14.39	CARD
Village Hall					
Ionos by 1&1	Email provider & domain	7.98	1.60	9.58	DD
Amazon	Uniform	67.14	13.43	80.57	CARD
Brighter Bills	Utilities - Mobile Phones	27.98	5.60	33.58	DD
Crown	Utilities - Gas				DD
Guardian	Legionella Management	174.50	34.90	209.40	BACS
HM Land Registry	Individual Items			12.00	CARD
NSDC	Trade Waste (annual cost – April 2022 – March 2023)	1251.90		1251.90	DD
Phs	Waste services	81.60	16.32	97.92	DD
PPL PRS	Music Licence	132.02	26.40	158.42	DD

cSecuretec	Emergency Lighting checks	135.00		135.00	Item 38 c&d
Securetec	Intruder and fire alarms checks	125.00		125.00	BACS
Securetec	CCTV checks	285.00		285.00	BACS
RB Wholesale	Cleaning - Products	158.46	31.69	190.15	DD
Waterplus	Water	35.65		35.65	DD

d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
i. Jubilee	Events	Various items		
ii. Parish Online	Software/licences Mapping tool	99.00	19.80	118.80

Platinum Jubilee 2022

All products in this range have been made or fulfilled by veterans to celebrate and decorate your local area for Her Majesty The Queen's Platinum Jubilee 2022.

100% of proceeds go towards RBLI's mission of supporting veterans and those with disabilities.

SORT BY **Featured** ▾ 3 products



Platinum Jubilee 2022 Lamp Post Sign
£4.99



Platinum Jubilee 2022 Bunting
£12.99



Platinum Jubilee 2022 Large Flag
£15.99

Bunting

- 20m £39.99
- 50m £97.49
- 100m £179.99
- 250m £389.99

Signs

- 10 £47.99
- 25 £119.99
- 50 £211.99

Flag £15.99

Fireworks £1250

Entertainment £260

Inflatable slide (manned) £380

Face painters £300

Bins – Approx £230

Traffic Management £50

Parish Online is an essential tool for simply viewing and printing maps, all the way to storing asset registers, producing neighbourhood plans and engaging with the public

Item 38 dii

The screenshot shows the Parish Online website interface. At the top, there is a dark green navigation bar with the 'Parish Online' logo on the left and links for 'Support | Login', 'Features', 'Map Data', 'Case Studies', 'Partners', 'Support', 'Pricing', and 'Sign Up' on the right. Below the navigation bar, the main content area has a white background with the heading 'Get started'. Underneath the heading, there is a short paragraph of text and a note: 'Please note: we will never hold you or your Local Council to an invoice generated accidentally.' The central focus is a 'Your Subscription Quote' form. This form includes a table with three columns: 'Subtotal', 'VAT', and 'Total'. The values are: Subtotal £ 99.00, VAT £ 19.80, and Total £ 118.80. Below the table, there is a field for 'Enter a discount code' and an 'APPLY' button. At the bottom of the form, there are 'BACK' and 'NEXT' buttons. To the right of the main form is a 'Interested in our Newsletter?' box with fields for 'Email' and 'Organisation', and a 'Subscribe!' button. In the bottom left corner, there is a cookie consent banner that says 'We use cookies to monitor website traffic only.' with a 'That's ok' button. The bottom of the page shows a Windows taskbar with various application icons, system tray icons for language (ENG UK), signal strength, and battery, and a clock showing 08:53 on 21/03/2022.

Action Plan 2022/23 DRAFT

Fernwood Parish Council strives to work on behalf of parishioners on the issues that matter to the village. We are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist. Listed below is our current schedule of activity; this is regularly reviewed and updated as projects finish and priorities change. The Council's strategy can be found [here](#).

	Action	Strategy Item
1.	Finalise the purchase of the woodland behind the nursery, tidy this up, repair the lights, install bins and start a volunteer group with community activities.	
2.	Deliver Platinum Jubilee Celebration on June 2 nd 2022	
3.	Fully investigate the possibility of extending the village hall.	
4.	Support the Friday night Youth Club. Work with the Fernwood Youth Offer Partnership to assess demand and work to develop this service.	
5.	Complete the transfer of open spaces to Fernwood Parish Council (from Barratt David Wilson Homes to Newark and Sherwood District Council to Fernwood Parish Council). Once this has been done work with FirstPort to look at the provision of a better play park. Look to improve facilities for all age groups in Fernwood.	10
6.	Continue to work with NSDC to ensure the maintenance of the open spaces in new developments is arranged without the implementation/use of management companies.	
7.	Purchase a Coat of Arms for the Parish. Welcome to Fernwood signage to be considered when this is in place.	
8.	Continue to maintain Fernwood Village Hall and work the promote the venue.	
9.	Continue to work with NCC and Via to ensure the roads are maintained and safe. In particular, for school children crossing the B6326.	2
10.	Continue to maintain Dale Green, grit bins and dog poo bins.	
11.	Regular liaison meetings with developers in the village so residents can be kept up to date on their activity.	
12.	Representation at NCC, NSDC, British Gypsum, Police, Health meetings.	2, 4, 5, 8
13.	Continue to lobby for freeholders to have the same rights under the Law as leaseholders on a managed estate.	6
14.	Promote Parish Council meetings through the Fernwood Gazette, social media and noticeboards. Completed action summaries to be developed on Facebook.	1, 7
15.	Continue to develop and publish the Fernwood Gazette and distribute it to all households and businesses in the Parish.	1, 7 11
16.	Actively use Facebook and the Parish Council website to keep people updated on Parish Council activity and what is happening in the Parish.	11
17.	Support groups and organisations whose activities enhance community life.	1
18.	Liaise with local land owners/businesses on issues affecting the village.	1, 8
19.	Ensure staff and Parish Councillor training up to date for the running of the Council and services it provides.	
20.	Review all Council policies and procedures to ensure they are up to date and in line with current legislation/guidance.	
21.	Consideration and respond to consultations on issues specifically affecting the parish now and in the future.	
22.	Control and management of Parish public finances and administration of the Parish Council. Look into new financial package. New internal auditor to be found.	
23.	Work with Nottinghamshire County Council to consider the provision of Interactive signs on Dale Way and Goldstraw Lane to encourage drivers to reduce their speed.	
24.	Signage for Fernwood on the Balderton roundabout – continue to try get NCC to assist with this.	

2021/22 Action Review **DRAFT**

	Action	Action Update
1.	Continue to work with NCC and Via to ensure the roads are maintained and safe. In particular, for school children crossing the B6326 and the resurfacing of the B6326.	During this year an interactive sign and more signage were installed by NCC. NCC reviewed the layout of the current crossing facilities at the Tawny Owl roundabout and have plans to take widen the central reservation therefore narrowing the carriageway make it safer for pedestrians/cyclists to cross. (Subject to budgetary approval)
2.	Continue to maintain Dale Green (DG), grit bins and dog poo bins.	Maintained to a high standard.
3.	Representation at NCC, NSDC, British Gypsum, Police, Health meetings.	<p>We have attended many meetings with these agencies</p> <ul style="list-style-type: none"> • Stakeholder meetings regarding the road network around the Parish • Work has been done with NSDC/Police to tackle antisocial behaviour in the village • British Gypsum – Regularly attend liaison meetings to receive updates on the work at Bantycok
4.	Regular liaison meetings with developers in the village so residents can be kept up to date on their activity.	<p>Regular meetings have been held with Barratt David Wilson Homes and Allison Homes to keep the Parish up to date with their activity and address residents' concerns.</p> <p>Collated residents complaints regarding construction traffic that has come through the village and mud on Hollowdyke Lane. Liaised with planning enforcement on these issues. This resulted in a planning breach notice being issued; the developer has tackled the issue by installing a second wheel wash on their site. We continue to encourage the erection of improved construction traffic direction signage and are hopeful this will be up early in the next financial year.</p>
5.	Continue to lobby for Freeholders to have the same rights under the Law as Leaseholders on a managed estate.	The Parish Council is no further with this but has actively been seeking a meeting with Robert Jenrick (local MP and Housing Minister) to tackle this issue.
6.	Continue to work with NSDC to ensure the maintenance of the open spaces in new developments is arranged without the implementation/use of management companies.	The Parish Council has worked with NSDC to ensure a management company will not be used for the new Barratt David Wilson Homes and Allison Homes developments. We are working with NSDC to ensure a management company will not be required for the Persimmon development either.
7.	Look into the provision of live streaming of Parish Council meetings. Promote Parish Council meetings through the Fernwood Gazette, social media and	We have a temporary solution to providing hybrid meetings and did investigate a longer-term fixed solution. Due to lack of people joining the meetings online, the Council decided in February to no longer live stream the meetings.

	noticeboards. Action summaries to be introduced on Facebook	Parish Council meeting are promoted through these mediums but public attendance is minimal.
8.	Continue to develop and publish the Fernwood Gazette and distribute it to all households and businesses in the Parish	We continue to be publish the Fernwood gazette twice a year. Advertising income has helped subsidise the cost of this.
9.	Actively use Facebook and the Parish Council website to keep people updated on Parish Council activity and what is happening in the Parish.	Parish Council meetings are now set up as an invite through Facebook and shared to both local Facebook groups. Agendas and minutes are published on the Council website, noticeboards and shared to local Facebook pages.
10.	Look to improve facilities for all age groups in Fernwood	The purchase of the woodland is in its final stages. This has taken longer than we would have liked but as soon as the sale has been completed we will be making improvements in the area.
11.	Support groups and organisations whose activities enhance community life.	The Parish Council and volunteers from the village are planning a Platinum Jubilee event. The group meets regularly and plans are well underway for this community event.
12.	Village Hall transfer from NSDC to Parish Council ownership	Completed.
13.	Liaise with local landowners/businesses on issues affecting the village.	The Parish Council has liaised with all businesses on Rubys Avenue regarding the Jubilee event The Parish Council has found a volunteer to help maintain the flowerbeds in the car park between the village hall and nursery. The appearance of this area has significantly improved since he has been tending to it. The area does not belong to the Parish Council
14.	Investigate extending the Village Hall	Architect has been appointed and plans drafted. This is being submitted for pre planning application advice.
15.	Ensure the Village Hall is Covid 19 secure and follow government rules.	Hall has adhered to government guidance whilst covid 19 restrictions were in place.
16.	Ensure staff and Parish Councillor training up to date for the running of the Council and services it provides.	The Clerk has passed the CILCA qualification, allowing the Council to have General Power of Competence. The Clerk has also undertaken the following online training: Display Screen Equipment, Fire Warden, Health & Safety for Managers & Supervisors. The Caretaker has undertaken COSHH , Fire warden and Manual Handling online training. Councillor Newton has done New Councillor Training. Councillor Smith has done Chairman refresher training and Councillor Micah has done introduction to planning training.
17.	Review all Council policies and procedures to ensure they are up to date and in line with current legislation/guidance.	All policies are reviewed through each financial year. In 2021/22, the following policies/procedures have been adopted: <ul style="list-style-type: none"> • Village Hall Environmental Policy • New Local Government Association Code of Conduct • Performance Policy • Volunteer Litter Picking Risk Assessment

		<ul style="list-style-type: none"> • Woodland behind the Nursery Risk Assessment • Investments Policy • Employee Eye Tests Reimbursement Policy
18	Consideration and response to consultations on issues specifically affecting the parish now and in the future.	<ul style="list-style-type: none"> • Residents of Dale Crescent consulted regarding the use of the gym equipment on the green and the possible introduction of play equipment. • Social media consultation regarding the possible purchase of the woodland behind Fernwood Dale Nursery • PC distributed survey on behalf of NSDC regarding antisocial behaviour • Feedback sections in the Fernwood Gazette and contact details for feedback.
19	Control and management of Parish public finances and administration of the Parish Council.	Ongoing work which is subjected to internal and external audit. This year the personal hygiene contract has been reviewed giving the Council significant cost savings.
20.	Covid 19 Support	Offered and provided support to residents who were isolated due to Covid 19.
21.	Investigate the provision of Interactive signs on Dale Way and Goldstraw Lane to encourage drivers to reduce their speed.	Costs have been obtained. We have liaised with NCC on this and the County Councillor has arranged temporary signs – once these are in place and their effectiveness assessed the Parish Council can whether to proceed with this.
22.	Investigate the provision of signage for Fernwood on the Balderton roundabout.	Despite attempts to get costings for these from NCC, we are no further on with this as they do not want to install signage.
23.	Welcome to Fernwood signage - Consult on ideas for this and investigate provision	We have applied for a Coat of Arms. Once this work has been completed we can look into Welcome to Fernwood signage.
Actions that weren't in the original action plan		
		Service Level agreement in place with Nottinghamshire County Council to provide a Youth Club in Fernwood on Friday nights from 22/4/22. We have worked with the Youth Services team to get this set up.
		Recruited Administration Assistant to work 15 hours per week.

Reviewed 16 March 2020



RISK ASSESSMENT FOR: Parish Clerk & Assistant Clerk	LONE WORKING working in the Village office alone	
Establishment: Fernwood Village Hall	Assessment by: Marion Fox Goddard	Date: 16 th March 2020

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Lone working working in an office alone	Parish Clerk and Assistant Clerk	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Only agreed risk tasks to be undertaken, avoid high risk activities (e.g., working at height). 	Y	Y
			<ul style="list-style-type: none"> Office phone available 	Y	Y
			<ul style="list-style-type: none"> Reduce time spent working alone so far as is reasonably practicable. 	Y	Y
			<ul style="list-style-type: none"> Ensure a colleague, partner, friend etc. is aware you are working alone by telephone or text on arrival and departure and who to contact in the event of overdue contact. 	Y	Y
			<ul style="list-style-type: none"> Adequate security in place. 	Y	Y
			<ul style="list-style-type: none"> Access to site controlled e.g., external door locked – public to use doorbell during advertised opening hours only 	Y	Y
			<ul style="list-style-type: none"> Ensure all external doors / windows secured to prevent unauthorised access. 	Y	Y
			<ul style="list-style-type: none"> CCTV to be switched on and the desk facing the monitor to be used 	Y	Y
			<ul style="list-style-type: none"> Lighting adequate 	Y	Y
			<ul style="list-style-type: none"> Key holders should be strictly controlled, and numbers kept to a minimum. 	Y	Y
<ul style="list-style-type: none"> Preparing money for banking – office door entry should be controlled using the key code 	Y	Y			

Additional Control Measures <i>(To take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(List the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(Set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(Record the actual date of completion for each action listed)</i>	Residual Risk Rating
Consideration given to staff at increased risk i.e., new, or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				L
DATE OF REVIEW: 21/11/2017	COMMENTS: <i>Time spent in the office alone is kept to a minimum as generally when other staff/users are around</i>			
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g., from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.



RISK ASSESSMENT FOR: Caretaker and Maintenance Operative for Fernwood Parish Council	LONE WORKING working in the Village Hall and within the Parish of Fernwood	
Establishment: Fernwood Parish Council	Assessment by: Marion Fox Goddard	Date: 25 th March 2020

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate

Lone working working in the village hall	Caretaker and Maintenance Operative for Fernwood Parish Council	Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> • Only agreed risk tasks to be undertaken, avoid high risk activities (e.g., working at height). • Office phone available • Reduce time spent working alone so far as is reasonably practicable. • Ensure a colleague, partner, friend etc. is aware you are working alone by telephone or text on arrival and departure and who to contact in the event of overdue contact. 	Y	Y
		Physical assault / verbal abuse	<ul style="list-style-type: none"> • Adequate security in place. • Access to site controlled e.g., external door locked – public to use doorbell during advertised opening hours only 	Y	Y
		Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Ensure all external doors / windows secured to prevent unauthorised access. • CCTV to be switched on and the desk facing the monitor to be used • Lighting adequate • Key holders should be strictly controlled, and numbers kept to a minimum. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

Lone working working in the Parish Jobs undertaken: Grass cutting Dale Crescent Emptying bins Dale Crescent Maintaining dog waste and grit bins Putting notices on noticeboard	Caretaker and Maintenance Operative for Fernwood Parish Council	Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> • Only agreed risk tasks to be undertaken, avoid high risk activities (e.g., working at height). • Wear PPE required for the task being undertaken. • Mobile phone available • Reduce time spent working alone so far as is reasonably practicable. • Ensure a colleague, partner, friend etc. is aware you are working alone by telephone or text on arrival and departure and who to contact in the event of overdue contact. • Report any concerns/new risks to line manager immediately 	Y	Y
		Physical assault / verbal abuse		Y	Y
		Cuts / abrasions, muscular skeletal and other physical injuries		Y	Y
				Y	Y
				Y	Y

Additional Control Measures <i>(To take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(List the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(Set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(Record the actual date of completion for each action listed)</i>	Residual Risk Rating
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Consideration given to staff at increased risk i.e., new, or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				L
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g., from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Dear Members,

The Boundary Commission for England (BCE) yesterday launched a secondary public consultation on its initially proposed map of constituencies, open now for six weeks until Monday 4 April 2022.

The review of parliamentary constituencies is taking place to ensure each one has roughly the same number of electors. As part of this process, the number of constituencies in England will increase to 543.

The Commission, an independent and impartial public body, is required by law to make sure that each constituency in England has between 69,724 and 77,062 electors. The 2023 Boundary Review will therefore rebalance the number of electors represented by each MP. This will require considerable change to the existing map of constituencies.

The Commission wants members of the public to tell them their thoughts on its proposed new constituencies, so they can improve them. The first consultation took place from June to August 2021 and received more than 34,000 responses. The responses have been published so people can take these into account when providing their own views.

32 public hearings are also taking place across the country, where members of the public can provide their views in person. This includes a session in Nottingham on Monday 7 March (10am to 8pm) and Tuesday 8 March (9am to 5pm).

After the secondary consultation has closed, the Commission will analyse every representation sent in during the first and secondary stages. It will produce a report deciding on whether the initial proposals should change and detail any suggested changes. Alongside this report, it will publish all the written representations it received during the secondary consultation, as well as the transcripts from public hearings. If proposals change, it will hold a further four-week written consultation on revised proposals inviting people to tell them what they think about them. Those comments will be published along with the final report, which will be sent to Parliament by July 2023 and subsequently made into law.

Please join us by encouraging residents to take part in this secondary public consultation. Residents can view the proposed new constituency boundaries, including proposals for the Newark and Sherwood Constituencies, and provide views on them by visiting the consultation website bcereviews.org.uk.

Kind regards

Business Manager – Elections & Democratic Services

Newark and Sherwood District Council

www.newark-sherwooddc.gov.uk

14 MARCH 2022

GENERAL BRIEFING1-22 | UKRAINE

The National Association of Local Councils (NALC) has joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.

We are in continuing contact with the LGA and government, flagging up the role of local (parish and town) councils and encouraging principal councils to ensure they are liaising with county associations and local councils on local support.

It is pleasing to note that our sector again has stepped up to the plate and is showing solidarity and support through flying the Ukrainian flag and lighting up buildings with its colours, holding vigils or moments of silence including at council meetings, passing motions and statements of support and solidarity, making council and community buildings available for donations of items, organising donations of items including to their twin towns, signposting to information on charities and aid agencies, and making a financial donation themselves.

The minister for refugees, Lord Carrington, has met with NALC's chair, Cllr Keith Stevens, to discuss the Ukraine Local Sponsorship Scheme and Keith has flagged up the potential for the sector to provide support.

What can councils do?

Councils and councillors should consider expressing solidarity through [signing up](#) to the statement from the political leadership of the CEMR.

Councils can fly flags from public buildings in line with the government [guidance](#) on flag flying.

Councils can use social media such as Twitter, Facebook etc to express their support for Ukraine, though as ever councils should consider what you post and how it might be perceived including by local Russian residents.

Councils with the general power of competence (GPC) are able to make a donation to a charity operating overseas. Those councils without GPC cannot as they are restricted by section 137(3) of the Local Government Act 1972. Councils

should always check the legitimacy of organisations being supported. The key national charities and aid agencies are the [Disasters Emergency Committee](#) and the [British Red Cross](#).

Councils may be able to help other local organisations who themselves are able to make donations.

Other Issues

This is a difficult time for everyone, especially for many people with links to Ukraine or Russia. Some communities with Ukrainian or Russian residents might be facing particular challenges or tensions too.

We can expect a number of refugees to be offered support in the UK and again we will be discussing with LGA and the government how local councils can help. Councils without the GPC can use section 137 (3) to fund local charities providing assistance to Ukrainian refugees. We would remind you of NALC's general advice on powers contained in Legal Topic Note 31.

Whilst it is unclear how the current crisis will develop councils should ensure they are cyber prepared against any potential risks and that they are aware of their disaster and emergency plans and considering updating them.

To help our engagement with the LGA and the government, please do let us know what you are doing and if you have any questions or further issues you would like us to consider, please email policycomms@nalc.gov.uk

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