

Minutes of the meeting of Farnsfield Parish Council  
held at **7.00pm on Tuesday 28th November 2023.**  
Lower Hall of the Village Centre, New Hill, NG22 8JN

**In Attendance:** Councillor Sarre (Chair), Councillor Harris Sutton (Vice Chair), Councillor Thompson, Councillor Cracknell, Councillor Healy, Councillor M Shakeshaft, Councillor J Shakeshaft, Councillor Savage, Councillor Moore

**Also present:** Clerk, Olwen Edwards (minute taker) and approx. 18 residents and Notts County Councillor Bruce Laughton

No apologies for absence.

23.129 No declarations of interest received

23.130 To approve the 24<sup>th</sup> October 2023 Full Council meeting minutes as accurate.  
Proposed Cllr Thompson, seconded Cllr Cracknell. Agreed 5:4 (4 abstained, as not present)

23.131 Matters arising from the minutes. Actions from Councillor M Shakeshaft (as absent at previous meeting to update) from 26.09.23 a. traffic on Quaker Lane no progress to date re. multi agency element, will provide fuller update on 12.12.23. b. Pedestrian crossing near Hadleigh Park, original plans were rejected as assessed as having no potential harm and needs reviewing with NCC. c. Youth services contact provided. Useful conversations with Newark and Sherwood District Council portfolio holder re open spaces and up to Council to make its own plans and decisions. Councillor Harris Sutton had also spoken to NALC (who stated it was not within their remit). Action: Clerk to check with insurers.

### Public Participation Item

Chair suspended Standing Orders

- 23.132 a. Reports from County and District Councillors:  
NCC Cllr Laughton commended the work on attenuation tank re. Lion Pub by Severn Trent, which has reduced foul water and flooding issues. Resurfacing of roads coming into village undertaken were a very good job by viaEM. Southwell Road near Hadleigh Park falls below the criteria needed for a pedestrian crossing and important because of cost to implement and maintain. Speeding traffic on Quaker Lane requires a considered solution that NCC will accept. Legislation for mayoral combined authority has royal assent and election of a Mayor is planned for the first Thursday of May.  
A resident asked if asked if NCC could share their analysis of vehicle speed counters data for Cockett Lane. A resident noted success of projects initiated re. yellow lines and speed of road works (part of previous Council's project work).  
Councillor M Shakeshaft raised the Great North Road solar farm, which is a national infrastructure project. It comprises 25,500 acres of solar panels. He also explained that Southwell Leisure Centre pool is currently closed due to a leak, which is sizeable, and that the District Council is discussing what happens next.  
b. Representation regarding items on the agenda:

Chair welcomed members from the Youth Council to speak on key issues affecting them. Members raised a) seeking a new shelter on Wilson's Field as current one is too small, and they also want rain protection. b) lack of recycling bins, around Farnsfield this being a key topic in schools but not reflected externally and they would like this considered for key/popular locations in the village.

A resident raised concerns about submissions for s106 funds in relation to Tennis/Cricket and a lack of 3 quotes, that this did not meet FPC's financial regulations and that the amount being awarded was not minuted. Councillor Healy commented that, a number of businesses were approached but only 2 submitted formal quotes despite best endeavours to secure 3. Newark and Sherwood District Council make the awards and had accepted two quotes.

A resident commented on the Bills for Payment/Financial Summary noting there were a number of errors. The Chair asked if this had been raised with Clerk and determined they had not been raised. Councillor Harris Sutton noted the observation and said that corrections had been made.

A resident expressed concern about thefts of items from clothes lines leading to a second resident mentioning their items had gone missing.

One resident mentioned the flyer and concern over the number being printed

c. Urgent village matters not previously raised:

One resident expressed disappointment that a £150 deposit had to be made for the NYE event. Another resident raised concern that £300 had been paid to clean the tennis courts (bills for payment should have read Mini tennis courts - which Farnsfield Parish Council own). One resident asked why the car park report had not been disclosed yet. One resident felt a planned inter-agency ASB meeting should have been open to the public.

Chair reinstated SOs.

### **Correspondence received**

- 23.133 Summary of Correspondence from residents: The Clerk summarised correspondence from residents with queries ranging from ditches, benches, ASB, activities in the village, and council business. This was from approx. 63 individuals and approx.150 emails were sent to address the various topics raised.

### **Items to receive or note**

- 23.134 Bills for payment October/November 2023 / Monthly Financial Summary. Receive or note. The Chair requested that any queries are raised before a meeting so corrections can be made. Comments made earlier were noted.
- 23.135 Update from Farnsfield Parish Council Youth Group / Council. The group had recruited a number of new members inc. Yr 6 so members range from 11-18 yrs. St Michael's have set up a competition, for art for the Skatepark.
- 23.136 The revised Hire Agreement for the village centre to cover the agreed amendments from F&E31.10.23 for Festive period inc NYE revised opening times. Noted.
- 23.137 To note the summary of decisions from the F&G and F&E Committees held on 31.10.23, Noted.
- 23.138 S.106 Miller: Update on the Pavilion and Village Centre schemes. Councillor Sarre has approached 5 different firms for the pavilion work, and 2 quotes have now been acquired. Village Centre proposal has 3 quotes for Aircon but only 2 for the electrical installation after approaching 4 companies.

### **Items to discuss and agree a course of action**

- 23.139 Councillors had no comments on the two Planning Applications
- Application 23/01877 House, D'Ayncourt Walk, Extension to garage and first floor etc


- Application 23/01830/FUL Cricket Ground Station Lane, extension for storage and refurbishment. Proposal that we accept there are no comments to be made on the two applications. Proposer Councillor M Shakeshaft and seconded Councillor Moore. Agreed 8:1 (1 abstained).
- 23.140 Final payment to Kirkland & Lane for the review and development work re 2 leases for the Tennis and Bowls Club of £800. Proposed Councillor Thompson seconded Councillor Savage. All agreed.
- 23.141 To consider the S.106 funds proposal from NSDC (FC23.142)
- a) to process and administer the funds. A Councillor asked if other councils are doing this (Edwinstowe) and possible impact on Clerk's duties, time and increased Information requests. Proposed by Councillor M Shakeshaft and seconded Councillor Sarre. All agreed 9:0.
  - b) to take on the grant management responsibilities of the S.106 funds. Proposed Councillor M Shakeshaft seconded Councillor Thompson. All agreed. 9:0
  - c) to review of the staffing and oversight implications and take relevant actions as needed within Staffing Committee. Proposed Councillor M Shakeshaft seconded Councillor Moore. 9:0
  - d) to Add 'S.106 Grant Management' as a standing item for discussion for 12 months. Proposed Councillor M Shakeshaft seconded Councillor Moore. All agreed. 9:0
- 23.142 All agreed to the content of the new version of the Flyer. Proposed Councillor Moore; seconded Councillor Healy. All agreed 9:0. Suggested that the website is updated. Clubs & Societies go in one section and Events/Traffic go in the newsletter.
- 23.143 To note the report from the TLC Working Group: It was reported lots of ideas are being generated i.e. discussing challenges facing those with dementia, problem with bollards etc. Locating a Christmas tree at end of Alexandra Road well received and looking at a Soup & Roll lunch, community transport (4 volunteers already), better communication.
- Chair suspended SOs to enable resident member of TLC Group to speak - Explained approach and reach of newsletter, looking at inclusivity, undertook focus groups, newsletter welcomed, wanting local news, events, activities. Farnsfield Trust offered £500 for a 3 month trial. The newsletter may replace Flyer.
- The newsletter is not about advertising but about communications. 3 quotes had been obtained. A local supplier is the preferred choice who will format without charge. Circulation would be via the Bramley for 1 sheet of A4. Quote is for colour but could do black & white. Councillor Healy to approach Newark and Sherwood District Council about community funds.
- Chair reinstated Standing Orders.
  - a) Provide funding of £350 towards 3 months production costs. Proposed Councillor Moore seconded Councillor M Shakeshaft. All agreed 9:0
  - b) Provide financial administration support through the Parish account. Proposed Councillor Harris Sutton and seconded Councillor M Shakeshaft. All agreed 9:0
  - c) Item c) Proposed by Councillor J Shakeshaft and seconded Councillor Harris-Sutton, that this item be deferred for 3 months. 9:0
  - d) It was agreed to defer adopting a template Volunteer Driver Application form to seek further information. Councillor M Shakeshaft, seconded Councillor Savage. 9:0
  - e) It was agreed to review the Safeguarding Policy. Councillor Savage to work with Clerk to update and bring a reviewed policy back to Council. Proposed Councillor Sarre and seconded Councillor Healy. 9:0
- 23.145 Council agreed to use the template Parental Consent form when working with young people. Amendment to include 'agreement' to be part of photos. Proposed Councillor Sarre and seconded Councillor Harris Sutton. All agreed 9:0.

**Meeting ended 9.03pm.****Corrections highlighted****Bills For payment 26th Oct up to and inc  
21st Nov 2023**

Inv No	Approval Code	Payment To	Description	Net	VAT	Gross	Corrections
		<b>Invoices to approve</b>					
1	FC-11	GMS Products	Cleaning Products	£72.00	£14.40	<b>£86.40</b>	
2	FC-11	GMS Products	Cleaning products	£101.40	£20.28	<b>£121.68</b>	
3	FC-11	<b>Instrotech</b>	Pat testing equipment	£299.00	£59.80	<b>£358.80</b>	Being reimbursed
4	<b>CIL</b>	VIA EM	Survey report on Hadleigh Car Park	<b>£11,098.76</b>	<b>£2,219.75</b>	<b>£13,318.51</b>	CIL not S106 funds, VAT not added
5	FC-11	Lite	Festive lights yr2/3 yr contract	£1,820.00	£364.00	<b>£2,184.00</b>	
			<b>Payments agreed under delegation</b>				
6	JC/RS/OE	<b>Mercury</b>	Call out re alarms	£95.00	£19.00	<b>£114.00</b>	Being reimbursed
7	JC/RS/OE	Handicentre	Toilet items for Accessible toilet	£16.94	£3.39	<b>£20.33</b>	Wrong page provided
8	FC-10	RBL	Remembrance Day wreaths	£50.00	£0.00	<b>£50.00</b>	
9	PS/JC/OE	PGallagher	<b>Mini Tennis Courts pressure wash</b>	<b>£240.00</b>	<b>£60.00</b>	<b>£300.00</b>	Net & VAT figures were incorrect
10	TK/OE	Amazon	Doorguard batteries	£22.73	£4.56	<b>£27.29</b>	
			<b>Direct Debits and Standing Orders</b>				
11	DD	Zest Group	Monthly 365 Services	£19.99	£4.00	<b>£23.99</b>	
12	DD	EON (September Bill)	Wilson's Field Electricity	<b>£11.16</b>	<b>£0.56</b>	<b>£11.72</b>	Net & VAT figures were incorrect
13	DD	EON (September Bill)	Village Centre Electricity	<b>£86.77</b>	<b>£4.34</b>	<b>£91.11</b>	Net & VAT figures were incorrect
14	DD	EDF	Pavilion Electricity	£3.86	£0.19	<b>£4.05</b>	
15	DD	British Gas (mid Oct)	VC Gas	£15.47	£0.77	<b>£16.24</b>	
16	DD	British Gas (mid Nov)	VC Gas	£42.01	£2.10	<b>£44.11</b>	
17	DD	Waterplus	VC Water	£87.48	£0.00	<b>£87.48</b>	
18	DD	Waterplus	Allotment/Pavilion Water	£0.00	£0.00	<b>£0.00</b>	
19	NA	Bank	Bank Charges	£0.00	£0.00	<b>£0.00</b>	
20	SO	HMRC	Staff wages	£2,179.38	£0.00	<b>£2,179.38</b>	

21	SO	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	<b>£30.00</b>	
22	DD	BT	Phones, Broadband, bundle services	<b>£65.29</b>	<b>£13.05</b>	<b>£78.34</b>	Net & VAT figures were incorrect
					<b>TOTAL</b>	<b>£19,147.43</b>	

Financial Summary at 1st November 2023		
Unity Trust opening balance	£75,150.87 as per Bank statement	
Monthly receipts		£3,955.39
Monthly payments		-£6,111.96
Unity Trust closing balance	Matching the bank statement =	£72,994.30
Nationwide opening balance	£76,770.05	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance 1.11		£76,770.05
Mansfield BS opening balance	£87,271.48	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£87,271.48
Cambridge BS opening balance	£35,288.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Cambridge BS closing balance		£35,288.41
Total Funds		£272,324.24
Made up of	Spent/Received in 2023-24	
CIL spend by April 2024		£56,660.70
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Total CIL		£76,822.46
Council Projects EMR (Projects from prev years)		£254.50
Village Centre Renovation EMR	-£3,990.59	£12,009.41
Playground Renovation EMR	-£11,326.67	£11,000.33
Total Ear Marked Reserve		£100,086.70
General Reserve		£114,421.78
Current Fund		£57,815.76
Total Funds		£272,324.24
Monies awarded to Farnsfield Parish Council (from Newark and Sherwood District Council)		



**FARNSFIELD**  
Parish Council



Olwen Edwards Parish Clerk and RFO 30 November 2023

S106 Miller (Facilities) Spend by 17th June 2024	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish. Funds pending to be spent (Tennis and Cricket)	£73,331.47	
S106 Bellway (Facilities) Spend by 31st July 2024	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish	£68,416.61	

**2 summary documents edited to fit**

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Signed:

Date:

Name: Councillor Peter Sarre (Chair)