

**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 24th 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 sked 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.

23.146 Date of the next meeting: **Tuesday 12th December 2023** at 7pm in the Lower Hall

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
		Invoices to approve					
1	FC-11	GMS Products	Cleaning Products	£72.00	£14.40	£86.40	
2	FC-11	GMS Products	Cleaning products	£101.40	£20.28	£121.68	
3	FC-11	Instrotech	Pat testing equipment	£299.00	£59.80	£358.80	Being reimbursed
4	CIL	VIA EM	Survey report on Hadleigh Car Park	£11,098.76	£2,219.75	£13,318.51	CIL not S106 funds, VAT not added
5	FC-11	Lite	Festive lights yr2/3 yr contract	£1,820.00	£364.00	£2,184.00	
			Payments agreed under delegation				
6	JC/RS/OE	Mercury	Call out re alarms	£95.00	£19.00	£114.00	Being reimbursed
7	JC/RS/OE	Handicentre	Toilet items for Accessible toilet	£16.94	£3.39	£20.33	Wrong page provided
8	FC-10	RBL	Remembrance Day wreaths	£50.00	£0.00	£50.00	
9	PS/JC/OE	PGallagher	Mini Tennis Courts pressure wash	£240.00	£60.00	£300.00	Net & VAT were incorrect
10	TK/OE	Amazon	Doorguard batteries	£22.73	£4.56	£27.29	
			Direct Debits and Standing Orders				
11	DD	Zest Group	Monthly 365 Services	£19.99	£4.00	£23.99	
12	DD	EON (September Bill)	Wilson's Field Electricity	£11.16	£0.56	£11.72	Net & VAT were incorrect
13	DD	EON (September Bill)	Village Centre Electricity	£86.77	£4.34	£91.11	Net & VAT were incorrect
14	DD	EDF	Pavilion Electricity	£3.86	£0.19	£4.05	
15	DD	British Gas (mid Oct)	VC Gas	£15.47	£0.77	£16.24	
16	DD	British Gas (mid Nov)	VC Gas	£42.01	£2.10	£44.11	
17	DD	Waterplus	VC Water	£87.48	£0.00	£87.48	
18	DD	Waterplus	Allotment/Pavilion Water	£0.00	£0.00	£0.00	
19	NA	Bank	Bank Charges	£0.00	£0.00	£0.00	
20	SO	HMRC	Staff wages	£2,179.38	£0.00	£2,179.38	
21	SO	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	
22	DD	BT	Phones, Broadband, bundle services	£65.29	£13.05	£78.34	Net & VAT figures were incorrect
					TOTAL	£19,147.43	

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		Notes
CIL spend by April 2024		£56,660.70	Car park survey -£13,318.51 being paid in November
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	Put aside for the Green and Ridgeway Xmas lights
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)			
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

Minutes of the Full Farnsfield Parish Council Meeting

held on Tuesday 24th October 2023 at 7:00 pm.

in the Lower Hall of the Village Centre, _ New Hill, Farnsfield, NG22 8JN.

In Attendance:

Councillor Sarre (Chair), Councillor Harris Sutton (Vice Chair), Councillor Thompson, Councillor Moore (minute taker), Councillor Cracknell

- 23.113 **Apologies:** Councillor J Shakeshaft, Councillor M Shakeshaft (and NSDC Councillor), Councillor Healy, Councillor Savage. Accepted 5:0.

Parish Clerk Olwen Edwards

- 23.114 **Declarations of Interest** – none.

- 23.115 **To approve the Minutes** of the 26th September Full Council Meeting as accurate.

Item 23.129 Monitoring Hedgehog item has been merged with Speedwatch paragraph. These are two separate items.

Corinne Moor name at end of para to be corrected as Moore.

23.118 should read 'dropped off'.

The minutes were accepted unanimously 5:0.

- 23.116 **Matters arising** from the minutes of 26th September, if not already on the agenda.

In the absence of Councillor Maurice Shakeshaft consideration of actions referenced was deferred until the next meeting.

In the absence of the Parish Clerk, the Chair reported on actions listed from notes received from the Clerk:

Ref. 23.124 - The two sports clubs had been emailed about the agreement at Council, subsequently their S106 documents had been sent onto NSDC. It was confirmed that VAT was applicable on Village Centre S106 expenditure.

Ref 23.126 - The advert for co-option had been placed on the Hugo Fox website and on Notice Boards. There had already been one expression of interest. The deadline had been deferred to 17th November rather than 31st October.

Ref 23.128 - The flags had been ordered

Ref 23.130 The tabards and tuning fork had been ordered and received. An order for the road sign had been placed but they had not yet been received.

Ref 23.124 Village Centre. Councillor Cracknell reported that there is still difficulty in receiving quotations for the electrical installation of the air conditioning unit. It was agreed that further quotations should be sought. ACTION: Councillor Cracknell to follow up including web advertising

Ref 23.124 s.106 funds Football Pavilion. The Chair reported that that 1 quotation had been received. He had approached 5 firms in total; another one had visited but no quotation had been received. Another three were yet to produce a quote. He will continue to pursue this.

Ref 23.127 Councillor Harris Sutton reported that she has been reaching out to Councils in relation to the Health and Safety Policy and Open Spaces policy. It is not usually within a council's remit. Councillor Shakeshaft is also seeking advice from NSDC.

23.117 **Public session**

The Chair suspended standing orders

- a. County Councillor Laughton and District Councillor M Shakeshaft were not present.
- b. Representation regarding items on the Agenda: Skateboard Park item (23.125a). The Chair said he would be suspending Standing Orders on this issue so that all present could discuss the item.

A resident raised the issue of CIL and S106 funds. How is the £68k S106 money going to be spent? She commented regarding relaxation of regulations, the scope for combining CIL and S106 funds and noted that there had been an improvement in community facilities except for the Football Club. The pavilion is squalid and there are no facilities for women and children.

A resident noted that there was a lack of supporting documents available to the public on the website i.e. Bills for Payment, the Draft Budget. Concerning the bills, the Chair said that he thought this was an administrative oversight. The Chair stated he was unsure as to the draft budget. He undertook to raise these matters with the Clerk.

A resident asked why the Church Clock is now being referred to as the Parish Clock.

A resident commented that a traffic survey on Quaker Lane had highlighted speeding issues and was much related to increased usage of the facilities on the Acres and neighbouring fields. From Main Street some 1000 vehicle movements take place each week. The highest speed was 60 – 70 mph with 40 – 50 mph on occasions. Resident will approach Councillor Laughton. Residents would like a speed limit of 20mph. The question of 2-wheel speeds and 4-wheel speeds was raised. Councillor Sarre and Julie Butler are working together to understand the data. A query was raised as to whether Quaker Lane was being used as a 'cut through'.

- c. Urgent Village Matters not previously raised:

A resident raised the issue of the New Years Eve disco. She emphasised that that this is a community village event which was very much enjoyed last year by people who came as groups, in families, or by themselves. Councillor Harris Sutton said that there is discussion taking place about the need for review.

A resident reminded Council that last year there had been two poppy wreaths purchased on behalf of the Council. One was for the War Memorial and the other at Parfitt Drive. The cost would be £25 per wreath. It was agreed that these should be purchased. ACTION Parish Clerk to send a Bank Draft for £50 to the British Legion. On a separate matter, he remarked that on the Hugo Fox website a 7-a-side football pitch for hire is advertised though there isn't one.

The Chair thanked the public for their contributions and reinstated standing orders

- 23.118 Road closures and roadworks. The Chair said that there were a few roadworks as advertised but the most important one was the closure of Longland Lane (11th to 14th December) and Blidworth Road (14th and 15th December).
- 23.119 Bills for payment and The Monthly Financial Summary: noted
- 23.120 Update from Senior Citizens TLC Working Party. Councillor Moore reported that the group had now consulted with the residents' groups, and others. Several different

issues had been raised. The group had decided to focus on two main issues: that a Community Newsletter would be very welcome and beneficial for village life. Judith Hodge and Anne Purday had already begun to explore this. Judith Hodge, Brian Hill and Chris Puddephatt are continuing to take this forward. The need for Community Transport is also being explored and contacts have been made with other villages and NCC. The next meeting will be held on 2nd November. Councillor Savage is now a member of this group.

- 23.121 Update to Access to Recreation Working Party: Councillor Sarre reported that he had received from Severn Trent very detailed plans of the drains and sewers of the East Side. From the outset it had been the intention for the working party to co-opt members of the public to A2R WP. Councillor Sarre said that he hoped that a wide variety of ages could be included. It was suggested that St Michael's School be approached. Currently David Austin who has wide knowledge of the village and the East side had said he was willing to join the WP. This was proposed by Councillor Sarre, seconded by Councillor Cracknell and approved by Council. Additionally, Ian Boothroyd, who has considerable experience of Town Planning has agreed to be an advisor to the group.

The Chair elected to take item 23.123 at this point.

- 23.123 Update on the Hadleigh Park car park extension. The viaEM survey has now been completed and is being reviewed by the Working Party. Recommendations will then be put before the Council. Standing Orders were suspended and Derek Purcicoe explained the background of the Car Park and the plan for extension. The survey was undertaken because of possible contamination, suitability of the ground and surface material. The Chair thanked Derek Purcicoe for his explanation and reinstated standing orders.

- 23.122 Party in the Park: the Facilities and Environment sub-committee will be meeting on Tuesday 31st October when this event for 2024 will be discussed. The tables and chairs from the Village Centre will be considered for loan.

- 23.124 Update on the renewal of leases (Tennis and Bowls club) and the timeline: Councillor Thompson reported that there had been consultation with the Tennis and Bowls Clubs. Legal advice had been sought from Kirkland & Lane as the leases were 20 years old and were out of date. The current leases are 'roll over leases' without an end deadline. Kirkland & Lane are to produce draft leases for discussion.

- 23.125 a) Emerging issues relating to the Skatepark, initial discussion and considerations for action. The Chair suspended Standing Orders for this item.

Stella Cusick read an email she had sent to the Council. Residents are identifying many concerns – intimidation and vandalism on Quaker Lane and the footpath 'rat run' from Tippings Lane through Sunnyside and Parfitt Drive down to the Acres. These included householders' doors being kicked; damage to fences; a vulnerable lady being intimidated by teens peering through her window; foul language and noise all of which impacted on residents living near the Skatepark. It seems that the Skatepark is a magnet for this type of behaviour especially late afternoon into the evening and after dark on occasions. Some users are being put off from using the Skatepark. Councillor Moore pointed out that most users, families and children including teens enjoyed using the Skatepark. The young people involved in setting up the Youth Council had been exploring the possibility of an event early next year to include a Graffiti Art project which has been successful in reducing vandalism in other areas.

Other residents described incidences of anti-social and threatening behaviour querying the reasons for placing the Skatepark in such an isolated area. The Chair clarified that this was a decision made by the previous Council. Incidences had been reported to NSDC, the Police and agencies are talking. CCTV is a possibility but there had been no conversation with residents. Discussion followed. The Chair agreed that a public

meeting could be called to include residents and representatives of the agencies mentioned. Further information about this meeting will follow.

Standing Orders were reinstated.

b) Farnsfield Parish Council Action Plan for the quarter November '23 – January '24 for discussion and approval. This was discussed and agreed. Proposed by Councillor Thompson and seconded by Councillor Cracknell. Agreed 5:0

c) Parish Clock Review: Councillor Thompson withdrew this item due to several Councillors being absent and the wish to have the fullest discussion. The matter will be carried forward to 2024.

23.126 Date of the next meeting: Tuesday 28th November at 7pm in the Lower Hall.

Closed Business Items

23.127 Lease: Councillor Thompson outlined the legal advice received. It was agreed that Kirkland & Lane would be asked to draw up draft lease agreements for discussion with the Clubs.

23.128 Draft Budget: It was agreed that this be deferred until the forthcoming Finance and Governance Meeting

Minutes of the Meeting of Farnsfield Parish Council

7.00pm on Tuesday 26th September 2023

held in the Lower Hall of the Village Centre, New Hill, NG22 8JN

In Attendance

- Councillor Charlotte Harris Sutton (Vice Chair), Councillor John Cracknell, Councillor Lesley Healy, Councillor Sally Savage, Councillor Corinne Moore, Councillor Joyce Shakeshaft, Councillor Maurice Shakeshaft (and NSDC Councillor), Councillor Mike Thompson. 20 residents and 2 Rage Against the Incinerator Campaign Group guests.
- 23.113 Apologies: Councillor Peter Sarre ((Chair) – due to illness). Vice Chair chaired the meeting. Apologies accepted 8:0
- 23.114 Declarations of interest – CHS 23.124 4 Councillors declared: Councillor Harris Sutton, Councillor J Shakeshaft, Councillor Savage, Councillor Healy as members of the tennis club.

Meeting Items

- 23.115 Public Session (Chair suspended standing orders to enable public participation)
- A resident asked if the Council intended to display a Ukrainian flag or a Union Jack also. He also raised about the bills of payments previously published and if this would continue inc. invoices. The Chair reflected that 'Displaying the Ukrainian flag' was an agenda item within which, this would be discussed. On the second point the Chair confirmed that F&G open paperwork would continue to be available.
 - In regards of 23.122, a resident wanted to make the Council aware of the traffic/speed issues along Quaker Lane. A traffic counter survey had been implemented across 2 weeks (out of cricket season) clocking some very high speeds. Resident would like Farnsfield Parish Council to consider looking for an alternative access route to the Acres. The full report of the survey would be available soon. Councillor L Healy from the Access to Recreation Working Party said they will tackle these issues. Councillor J Shakeshaft explained he will seek to find some solutions and share resident's concerns, with the football club. It was felt a multiagency group including NCC, Highways, Newark and Sherwood District Council and Police to formulate a plan along with working party representative may assist plans. ACTION: Councillor M Shakeshaft to consider.
 - A comprehensive 10 min presentation from two representatives from RAGE on the proposed Bilsthorpe waste incinerator, which highlighted the risks and issues of this proposal. Particularly that the impact would reach far beyond Bilsthorpe itself. The campaign group have extensive support (MP Sherwood, County and Local Councillors). The RAGE representatives asked if the Parish Council could respond to the Planning Application when issued but read the information and support the campaign by writing a letter and objecting to plans. There are stock letters at Gadsbys and a drop box which RAGE collect regularly. Further information about the planned incinerator and RAGE campaign including how to oppose the development is available through their Facebook page and by email: rageagainstincinerator@gmail.com
 - A resident highlighted she had suffered damage to her property by youths but was finding it difficult getting the local police to be concerned. Councillor M Shakeshaft suggested making contact with Nicola Best/PCSO David Pleatly and invite them to a meeting. Resident was encouraged to keep seeking to report incidents as after a number it would lead to a Community Trigger which legally required a formal review from the Police.
 - A resident presented on a new venture, the Chatty Café in Farnsfield launching at Hexgrave on Tuesday 7th of November, aimed at reducing social isolation and loneliness.

Resident requested that the café details are added to the council website and included in the next issue of the Farnsfield Flyer newsletter.

- f. A resident asked whether it was possible for the Council to consider getting a community minibus, for particular use of senior citizens. From initial consultation locally there was overwhelming support. All other villages had these locally. Councillors said this was on the agenda for the Tackling Loneliness in the Community (TLC) Working Party.
- g. A resident asked how the Archery Association may seek funding. The Council explained that there was a grant application process, one for capital and one for revenue/events.
- h. A resident asked about how the New Years disco application had progressed. Councillor Thompson said it had been discussed in the Facilities & Environment Committee. It requires 3 councillors to propose it and now needs to go to the Clerk to put on agenda. The organisers had been informed. The Chair reinstated Standing Orders.

Correspondence received

- 23.116 Meeting was informed of D-DAY 80 events being held on Thursday 6th June 2024 across the County. All Parishes are being encouraged to light a beacon at 9.15pm further discussions will take place, to develop plans to participate in activities in Farnsfield.
- 23.117 The council have received a request to hold a second 'Party in the Park' event next year on Saturday 13th July 2024, to be organised by Nigel Hamilton and RBL. This would require the use of Reynolds field across 12th-14th with the event on 13th. The first event was positively received by the community. Council will ask for a detailed proposal to be submitted to the Facilities & Environment Committee. ACTION: Councillor Thompson to request a detailed proposal from Nigel Hamilton which should cover details such as insurance and a traffic plan.

Items to receive or note

- 23.118 Reports from County and District Councillors: Councillor Shakeshaft (Newark and Sherwood District Council) explained plans to generate and store electricity as part of the National Infrastructure Plan. Intention to have N&SDC in north/east 2000 acres of solar panels. He also reported on the A46 extension/improvement plan to improve the connections between Newark and A1 and beyond to improve through flow of traffic at peak times etc, Will be complete by 2028. Councillor eMailed to Cllr Paul Taylor, the Responsible Portfolio Holder for Public Protection and Community Relation, to seek support to resolve village ASB issues. Councillor also reported he was in dialogue re. addressing the blockages to drains which flood at the bottom end of the village and discussing these issues with Councillor Bruce Laughton and the Drainage Board. Question as to why the Pedestrian crossing near Hadleigh Park has dropped of the action list. This task falls under the remit of the Facilities & Environment Committee People Vehicle Survey which Councillor Laughton was arranging. ACTION: Councillor M Shakeshaft to chase.
- 23.119 Bills for payment September 2023: Chair reported since the paper was issued, there have been some alterations made to the AGAR fees, invoices for £20 village Get Together added, a change of 1p for the bill for Wilsons and the correct amounts for the Centre and Pavilion added. A correct version had been tabled. Accepted 8:0
- 23.120 Update from the TLC Working Party: Councillor Healy, Councillor Moore and Councillor Savage are involved in the group. Group includes local residents who are interested in these issues. The goal is to consult, reach, inform and support those isolated and or lonely. Working Party members have been talking to local groups and attending local sessions to glean views. Lots of ideas emerging and a lot of positive activity being generated. Council commended the Working Party on its work.

- 23.121 Update from Youth Council Working Party: Councillor J Shakeshaft and Councillor Moore working with small group of young people, this includes members of the guides and they have also reached out to Scouts. Three meetings have been held. Working Party have a PowerPoint presentation to send to all tutor groups at Minster and ask for interest to join the Youth Council. The working party will consult and seek input, and then determine what Farnsfield Parish Council could provide or assist with. It was noted Mike Green and Lee Glazier were instrumental in the Ollerton Youth Council and Councillors suggested speaking to NCC Youth services. ACTION: Councillor M Shakeshaft to provide Newark and Sherwood District Council youth services contact.
- 23.122 Update from Access to Recreation Working Party: Councillor Healy and Councillor Cracknell in touch with Ian Boothroyd who is willing to provide advice re access. One meeting of the working party has been held so far and the group are focussed on reviewing the lengthy report which has been received on the proposed extension to the car park at Hadleigh Park/Parfitt Drive. Councillor Healy had arranged for a car park usage survey and these results will also be considered. .

Items to approve

- 23.123 The Chair accepted the 12th September Full Council meeting minutes as accurate. Attendance needs adding. Proposed Councillor Harris Sutton, seconded Councillor Thompson. Accepted 7:0. 1 Councillor abstained as not at that meeting.

Items to discuss and agree a course of action

- 23.124 S106 Miller funds status including approval of forms to go to N to release the funds. Council to approve the final applications to be submitted.
Tennis Club: Councillor Healy, gave an overview of the work that the Tennis Club had done to develop this proposal. The project was ready to go if the Council approved. Proposed Councillor Thompson, seconded Councillor Moore. Agreed 4:0. 4 members declared conflicts of interest and abstained from voting.
Cricket Club: Councillor J Shakeshaft reflected that the Club had completed everything very professionally. However, the application form needs to be signed. Proposed Councillor J Shakeshaft, seconded Councillor Thompson. Agreed 8:0
Village Centre: Councillor Cracknell provided an update on the Village Centre. He had received 3 quote for the supply of the air conditioning units, but so far it has only been possible to obtain one quote from an electrician for the installation. Councillor Cracknell recommended FWP as they undertook a site visit and understood what was required. The cheapest company quoting did not visit c£18k+VAT. Councillor Cracknell recommended FWP £19,168 + VAT. ACTION: Clerk to send a formal email to both clubs that proposals had been agreed. ACTION: Clerk to clarify if VAT was applicable on the village centre. It was suggested a final effort made to advertise that Council is seeking quotes for the electrical job on the website and Facebook. ACTION: Councillor Cracknell to provide outline to demonstrate we have sought to find additional quotes for the Electric work. ACTION: It was also noted that Councillor Sarre will provide an update on the s106 proposal in connection with the Football Pavilion at the next meeting.
- 23.125 Consideration of appointment of a member to Finance & Governance Committee. Chair Councillor Savage volunteered. Proposed Councillor Thompson and Councillor Cracknell seconded. Agreed 7:0. The Councillor it concerned, abstained from voting.
- 23.126 Advert and deadline for co-option applications. Discussion on what the Council wanted

to do. It was agreed to advertise both vacancies with a 31st October 12 noon deadline. The council will ask applicants to attend the Council Meeting and be given the opportunity to make a two-minute presentation on 28th November. Add in a line about contacting the Chair or any Councillors for an informal chat. So applicants could speak to a current Parish Councillor. Proposed Councillor M Shakeshaft, seconded Councillor Thompson. Agreed 8:0. ACTION: Clerk to update vacancy notice with the details agreed above. Clerk to update the prompts listed above in the application form.

23.127 Review of FPC Play & Open Space Policy and Health & Safety Policy. It was felt it was an appropriate time for a review following accidents that occurred. Additional signage and logbook may be useful to inform risk management. Agreed to seek further information before changing practice. Proposed Councillor Thompson and seconded Councillor Healy. Agreed 8:0. ACTION: Councillor M Shakeshaft to enquire if NSDC could review our policies/provide advice. Councillor Harris Sutton will also explore if this is something the Nottinghamshire Association of Local Councils could support.

23.128 Display of Ukrainian flag: It had been previously resolved to display a Ukrainian flag and a Union Jack flag, subject to review in 6 months. Ukrainian flag had been ripped down. The replacement purchase costs were reported as £5.40 +£2 shipping per flag. It was generally felt that two flags should be purchased and that the previous decision should stand. Proposed Councillor Harris Sutton and seconded Councillor Cracknell. Agreed 5:0. 3 Councillors abstained. ACTION: Clerk to purchase Flags and Caretaker to install.

23.129 Request to allow Nottingham Trent University, as part of the National Hedgehog Monitoring Programme, to place a camera/cameras on Council Land to capture images of hedgehogs. Permission sought to locate cameras on Farnsfield Parish Council lands. Proposed Councillor Healy and seconded Councillor J Shakeshaft. Agreed 8:0.

- i. Council to consider funding for the cost of equipment necessary for the operation of the Farnsfield Speed Watch Group (to meet the requirements for safely running a Speed-watch group as stipulated by Nottinghamshire Constabulary). The group requested funding for road signs, Speedwatch kit (tabards), tuning fork, total of £435+ VAT plus access to a printer to run off reporting form photocopies. These items will be used by the group but owned by the Parish Council (Farnsfield Parish Council already own a speed gun). The Chair suspended Standing Orders to allow for resident's discussion. Chair reinstated Standing Orders for the vote. Proposed Councillor Moore and seconded Councillor M Shakeshaft. Agreed 8:0. ACTION: Clerk to progress arranging the purchases in liaison with Kim Drew/Cllr Moor

23.130 Resurfacing at Lady Goodwin play area: has already been addressed under emergency provisions and dealt with. Meeting Ended 8:55pm.

Minutes of the Full Council Meeting held on Tuesday 12th September 2023 at 7:00 pm.
The meeting was held in the Lower Hall of the Village Centre, New Hill, NG22 8JN.

In Attendance:

**Councillor Sarre/Administrative Assistant to Farnsfield Parish Council, Councillor Healy, Councillor Harris Sutton, Councillor M Shakeshaft, Councillor J Shakeshaft, Councillor Thompson, Councillor Moore, Councillor Cracknell, (Councillor Savage joined the meeting after Co-option was agreed).
Vikki Arkell – Interim RFO to Farnsfield Parish Council**

Minutes were taken by Councillor J Shakeshaft

Minutes

Meeting Items

Opening remarks – reasons for the meeting were given by Councillor Sarre, which were to consider the appointment of a new clerk and co-option of a new Parish Councillor. Additionally, Chair of Planning & Licensing appointment, two road closure applications and administration of the Parish Council website.

- 23.96 To receive any apologies for absence – **Councillor Healy - accepted**
- 23.97 To receive any declarations of interest – **Councillor Sarre – a cricket club social member.**
- 23.98 In accordance the Public Bodies Admissions to Meetings Act 1960 it was proposed that, due to the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of items 23.111 and 23.112. – **Council voted in favour.**

Items to receive or note

- 23.99 July and August 2023 Financial Summaries – **accepted.**
- 23.100 Pre-authorised August bill payments – **noted.**
- 23.101 Completion of Registration of Council Assets – **all Parish Council assets are now registered. Credit was given to those that have worked hard on this matter.**

Items to approve

- 23.102 The 11th July Full Council meeting minutes as accurate
As agreed previously, these were scrutinized by the Chair, who listened to the recording and said they were fair and acceptable, and therefore not subject to change – Council voted in favour of acceptance.
- 23.103 The 25th July Full Council meeting minutes as accurate – **Council voted in favour of acceptance.**

Items to discuss and agree a course of action

- 23.104 Consideration of co-option to fill the vacant Councillor position,
All procedures have been followed and no request had been made for an election to be held. Following advertising, one application had been received. The applicant gave a short presentation to the Council. Following this, the Council voted unanimously to accept Sally Savage as a Parish Councillor. Standing orders were suspended while the declaration of acceptance of office form was signed. Councillor Savage then joined the Council meeting and standing orders were reinstated.
- 23.105 Consideration of appointment of Chair of Planning & Licensing Committee
– Cllr M Shakeshaft offered to be Chair – the Council voted in favour unanimously.

- 23.106 Creation of S106 Bellway working party
It was acknowledged that the S106 Miller working party has worked well. The Council now need to form one for the £68k Bellway money, to be spent by August 2024. Funds are again available for consideration for the Village Centre, cricket, bowls, football and tennis clubs. Cllr. Thompson emphasized that time is important. Cllr Shakeshaft asked if additional funds could be added to their allocations. Some clubs have put forward their own funds and perhaps this point should be included in the Terms of Reference. It was acknowledged that it would be favourable to have continuity between projects. Five Councillors were appointed to the working party, namely Cllrs Cracknell, Healy, Sarre, Savage and J Shakeshaft. The Lead of the group to be Cllr. Thompson. These and the Terms of Reference were accepted and voted in favour by Council.
- 23.107 Additional web (Hugo Fox) editor and Facebook editor
An explanation of the current situation was given by Cllr Sarre. Cllr Sarre and Cllr Harris Sutton were proposed and accepted as full administrators on Hugo Fox going forward. With regard to FB, Cllr Healy has intermediate rights on FB so no-one is currently in overall control. It was proposed and accepted that Cllrs. Healy & Harris Sutton be full administrators and that the PC FB page will be further developed in future.
- 23.108 Farnsfield Village Christmas event and road closure 2023
This is to be held on Friday 1st December and Cllr M Shakeshaft is to liaise between traders & the council, in the absence of Cllr Thompson. The lights are already ordered and, aforementioned, NCC need to address the tree and lamp post issue. Road closure would cost £880 + VAT. Council voted in favour.
- 23.109 Financial support for Road Closure for Remembrance Day parade.
Cllr Thompson informed the Council that the cost would be £720 + VAT. Cllr Laughton may arrange a donation towards this amount from NCC, as in previous years. Cllr Shakeshaft agreed to represent the Parish Council at the event as a member of RBL. It was suggested by Cllr Harris Sutton that the road closure bill could be reduced on bulk order! Council Voted in favour of a spend of up to £720 + VAT.
- 23.110 Adoption of Hugo Fox subscription model
After 4th October Council need to begin payment for the Council website. After consultation with members of public, who like to use the planning tracker on the website, the Silver Hugo Fox package was recommended and accepted; this will be reviewed no later than the end of December 2023.

Members of the public were asked to leave the room
- 23.111 To consider and decide on the recommendation of the staffing committee on the appointment of a new clerk and the salary offered.
The Council resolved to support the recommendation from the staffing committee regarding the appointment of the clerk and the salary offered.
- 23.112 To consider and decide on the recommendation of the staffing committee on extension of interim Responsible Financial (RFO) cover and induction arrangements for new clerk and RFO.
The Council resolved to support the recommendation from the staffing committee regarding the extension of interim Responsible Financial (RFO) cover and induction arrangements for new clerk and RFO.

Minutes of the Full Council Meeting held on Tuesday 25th July 2023 at 7:00pm

The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris Sutton, Corinne Moore, Peter Sarre,
Joyce Shakeshaft, Lesley Healy, Barry Westbury, Maurice Shakeshaft (NSDC Councillor),
and Mike Thompson
Also present: Vikki Arkell (RFO)

Cllr Sarre informed the Council that he would be recording the meeting

Meeting Items

23.75 To receive any apologies for absence
None

23.76 To receive any declarations of interest
None declared

As it was her last meeting, Cllr Sarre said a few words of thanks and appreciation to the Clerk and RFO for her hard work and dedication to the Council over the last 3 years. Cllr Sarre, on behalf of the Council, wished her luck in her new job.

23.77 Public Session

a. Representation regarding items on the agenda

Derek Purcicoe: On item 23.94 voiced his concern about the need for reimbursement for printing as the Council has a pre-paid printer in the office that is available to be used by Councillors and Council Staff. He also expressed concern that not all the public oral contributions were recorded in the minutes of the meeting held on the 11th of July.

Brian Hill: BH enquired if the Pavilion renovation would be FA compliant as previously discussed and if the renovations would create a gender inclusive facility.

b. Urgent village matters not previously raised

Jenny Frost: Raised concerns regarding householder hedges that are blocking the pavements for mobility scooters. Cllr Laughton offered to ask for a highways officer to come out to look at the hedges and overgrown trees.

Items to receive or note

23.78 Reports from County and District Councillors


Cllr Laughton informed the Council that NCC has resolved to vacate County Hall and that the new building on Top Wighay Farm should be complete and occupied by Feb 2025. Cllr Laughton explained that after being approached by the Council to investigate the humpback bridge on Cockett Lane, he had met with Susan Hayden from highways who assured Cllr Laughton that she would look into possible safety measures and get back to him if anything can be done.

Cllr Shakeshaft explained that there is a campaign by Newark and Sherwood District Council to encourage residents to shop locally which he hoped that the Parish Council would support by sharing the information on social media and the Parish Council Website

23.79 The June 2023 Financial Summary

The Council noted the June 2023 financial summary with no further questions

Financial Summary at 30th June 2023		
Unity Trust opening balance	£48,739.99	
Monthly receipts		£2,877.43
Monthly payments		-£12,657.15
Unity Trust closing balance		£38,960.27
Nationwide opening balance	£76,770.05	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£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	£238,290.21
Made up of	Spent/Received in 2023-24	
CIL spend by April 2024	£56,660.70	£11,104.37 committed for the HP car park studies
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 carried over from previous years)	£254.50	Put aside for the Green and Ridgeway Xmas lights
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	£23,781.73
	Total Funds	£238,290.21
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council.		
S106 Miller (Facilities) Spend by September 2023	£73,331.47	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish
S106 Bellway (Facilities) Spend by August 2024	£68,416.61	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish



FARNSFIELD
Parish Council

23.80 Report from RFO on progress on projects selected for S106 (Miller) funding: Cricket, Football, Tennis and Village Centre

The Clerk explained that the Council were very pleased that a short extension (June 2024) on the spend deadline has been granted by Miller Homes. This will allow the Council time to thoroughly investigate the planning requirements of the projects and obtain competitive quotes. The Councillors leading the projects have been working diligently to obtain quotes, consult with the clubs involved and obtain quotes from contractors. The Clerk reported that all 4 projects were making good progress with quotes and documents being obtained to meet the Newark and Sherwood District Council application criteria with some delays due to NSDC staff being on annual leave. The applications with the final funding requirements will be ready for the Council to approve in September

Correspondence received

23.81 RAGE (Residents Against the Bilsthorpe Incinerator)

Cllr Sarre explained that correspondence had been received from RAGE. The Council resolved to accept their suggestion for a representative to come and speak to the Council to explain how Farnsfield may be affected by the incinerator if it were to go ahead

23.82 Request for publicity and for support of residents for Farnsfield Foodbank

The Council had posted information on Facebook and on the Council website in support of the Farnsfield Foodbank.

Items to approve

23.83 The 11th of July Full Council meeting minutes as accurate

Due to concerns raised regarding the completeness of the minutes of the public session, the Council resolved to defer the acceptance of the minutes to the next meeting. Cllr Sarre offered to listen to the recording and amend the minutes if required

23.84 July 2023 bills for payment

Bills For Payment July 2023							
Approval Code	Payment To	Description	Net	VAT	Gross	Notes	
Invoices to approve							
1	APM23.35	Mercury	Annual maintenance of fire alarm system (2 visits)	£190.00	£38.00	£228.00	
2	APM23.35	Mercury	Annual monitoring of fire alarm system @ VC	£275.00	£55.00	£330.00	
3		Kirkland and Lane	Asset Registry Fees - Wilsons Field	£500.00	£100.00	£600.00	
4		Kirkland and Lane	Asset Registry Fees - The Lock Up	£500.00	£100.00	£600.00	
5		Cllr Sarre	Expenses	£12.06	£0.00	£12.06	
6		Cllr Westbury	Expenses	£11.00	£0.00	£11.00	
7	FAC23.16	Newark and Sherwood District Council	Installation of dog bin on Broomfield Lane	£300.00	£60.00	£360.00	
8	FAC23.15	Lightmain	Repair of fence on Reynolds Field	£295.00	£59.00	£354.00	
9	APM23.35	Newark and Sherwood District Council	Quarterly Playground inspections	£75.00	£15.00	£90.00	
CC payments							
21	TK/VA	Amazon	VC Cleaning supplies	£10.70	£2.14	£12.84	July CC Bill
22	TK/VA	Amazon	VC Cleaning supplies	£10.75	£2.15	£12.90	July CC Bill
23	TK/VA	Amazon	VC Cleaning supplies	£27.49	£5.50	£32.99	July CC Bill
24	APM23.35	HP	Monthly Printer Ink Subscription	£3.74	£0.75	£4.49	July CC Bill
Direct Debits, Standing Orders and Pre Authorised Payments							
30	APM23.35	PWLB	Reynolds Field Loan	455.27	£0.00	455.27	
31	APM23.35	Newark & Sherwood District Council	VC Waste Collection	£25.55	£0.00	£25.55	
32	APM23.35	Zest Group	Monthly 365 Services	£121.50	£24.30	£145.80	Increase for 23/24
33	APM23.35	EON (June Bill)	Wilson's Field Electricity	£11.04	£0.55	£11.59	Smart
34	APM23.35	EON (June Bill)	Village Centre Electricity	£107.69	£5.38	£113.07	Smart
35	APM23.35	EON (June Bill)	Pavilion Electricity	£9.70	£0.48	£10.18	Smart
36	APM23.35	British Gas	VC Gas	£16.21	£0.81	£17.02	Smart
37	APM23.35	Waterplus (June Bill)	VC Water	£151.95	£0.00	£151.95	
38	APM23.35	Waterplus (June Bill)	Allotment/Pavilion Water	£68.83	£0.00	£68.83	
39	APM23.35	British Telecom	Broadband and Telephone (inc mobiles)	£65.29	£13.05	£78.34	
40	N/A	Lloyds	CC Fee	£3.00	£0.00	£3.00	
41	N/A	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	
42	FAC23.74	NALC	Cllr Sarre Training Course	£45.00	£0.00	£45.00	
43	FAC23.28	Kirkland and Lane	Legal advice	£250.00	£50.00	£300.00	
Receipts to note							
		HMRC	Q1 VAT return	£5,688.46		Received in July	

The Council resolved to accept the bills for payment

23.85 Publication of the Council's plan for the quarter; 1st August - 31st October 2023

The Council resolved to publish the plan as drafted

Items to discuss and agree a course of action

23.86 To consider co-option to fill current vacant Councillor position, approve notice of vacancy,

and approve procedures to be adopted for co-option

The Council discussed the options for co-option including reviewing the current procedure and looking at the procedure from another Council.

The Council resolved that interested persons should apply using an application form which should be submitted to the Clerk by 12 noon on the 29th August. The Council resolved that applicants should be present at the meeting on the 12th September and will be given an opportunity to make a short presentation if they wish

23.87 Proposed revisions to Job Description and Personal Specification of the Clerk & RFO
Cllr Harris Sutton explained that the job description and personal specification had been reviewed and had been combined into one document. A draft document was previously circulated, the Council resolved that the draft document be accepted, with spelling errors corrected, and published as part of the recruitment process.

23.88 To appoint a member of the Facilities and Environment Committee
Cllr Healy put herself forward for the vacancy on the Facilities and Environment Committee. The Council resolved to resolved to appoint Cllr Healy to the Facilities and Environment Committee

23.89 Utilities contracts
Cllr Thompson previously circulated a comparison table of the current fixed utility costs and the options presented from Bionic for new 12 month fixed options once the current contracts have ended. The Council resolved for Cllr Thompson to accept the contracts at the rates presented or lower. [Cllr Thompson to organise the new contracts and the termination of the current contracts](#)

23.90 Planning applications and application costs for S106 (Miller) projects
The Council resolved that planning applications for the S106 Miller projects should be applied for and paid for by those applying for the funding once the Council has agreed the allocation of funds

23.91 To delegate the payment of invoices to the RFO from 25th July - 31st August to allow for invoices to be promptly paid during the August break
The Council resolved to delegate the payment of invoices to the RFO from 25th July - 31st August

23.92 To set a date and venue for a 'village get together', and to set a budget for refreshments
The Council resolved for the Village get together be on Wednesday 20th September 6pm-8pm, to be held at the "Cricket Club" at a cost of £20 for the bar staff. The Council resolved for the Cricket Club to provide light food options at a cost to the Council of £200

23.93 Purchase of replacement laptop for booking clerk
The Council resolved to approve a spend of up to £350 to purchase a laptop for the booking Clerk – [The RFO to organise](#)

23.94 Discuss and establish policy on reimbursement of Councillor printing expenses
The Council discussed a suitable cost for the reimbursement of printing expenses. The Council resolved that Councillors could claim 10p per page for Council items such as agendas and notices for the notice boards

23.95 To authorise the cost for Cllr M. Shakeshaft to attend S106 and CIL training
The Council authorised for Cllr M Shakeshaft to attend the training at a cost of £40 + travel costs

Meeting closed at 20:45

Minutes of the Full Council Meeting held on Tuesday 11th July 2023 at 7:00pm

The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris Sutton, Corinne Moore, Peter Sarre, Joyce Shakeshaft, Lesley Healy, Barry Westbury, Maurice Shakeshaft (NSDC Councillor), and Mike Thompson

Also present: Vikki Arkell (Clerk & RFO)

22.27 To receive any apologies for absence

No apologies – Full attendance

22.28 To receive any declarations of interest

None

22.29 Public Session Time

a. Representation regarding items on the agenda

Sheila O'Malley – questioned why Councillor and Clerk responses had not been minuted and if a temporary Clerk had been considered

22.30 To accept the 27th of June Full Council meeting minutes as accurate

A number of amendments were suggested prior to the meeting and previously circulated to all Councillors. The Council resolved to accept the minutes with the amendments suggested

Items to discuss and agree a course of action

22.31 To agree the job advert for the recruitment of a Clerk & RFO, including the hours for the role and scale of pay. The draft job advert had been previously circulated. The Council resolved to approve the advert as presented with the role being 25 hours per week at the NALC salary scale of between 21-24 depending on experience

22.32 To agree the advertising locations for the job advert and any associated costs

The Council resolved that the job advert will be listed on LinkedIn, Indeed and the Farnsfield Parish Council website and Facebook page - these are all free of charge. The Council additionally resolved that the Council advertise through the SLCC and NALC website for up to 3 weeks: Costs = £319 + VAT with SLCC and £300 + VAT with NALC. Cllr Harris Sutton to organise the advertising of the job description

22.33 To delegate the recruitment process to the Staffing Committee including short listing candidates and conducting interviews, to then make a recommendation to Council on the preferred candidate

The Council resolved to delegate the recruitment process to the Staffing Committee. Application dates to be 14th July - 11th August, with interviews 21st - 24th August. Suitable interview questions should be formulated by the Staffing Committee along with an interview scoring process. The interviews to be conducted by at least two members of the Staffing Committee

22.34 To confirm the owed holiday pay for the outgoing Clerk & RFO

The calculations were previous circulated. The Council resolved to accept the calculations as presented to be paid to the outgoing Clerk in the July wages

22.35 The authorise the cost for Cllr Sarre to attend training on meeting administration offered by NALC The Council resolved for Cllr Sarre to attend the training course at a cost of £45 + travel costs

Minutes of the Full Council Meeting held on Tuesday 27th June 2023 at 7:00pm

The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris-Sutton, Corinne Moore, Peter Sarre, Joyce Shakeshaft, Maurice Shakeshaft (Newark and Sherwood District Councillor), and Mike Thompson

Also present: Vikki Arkell (Clerk & RFO)

Meeting Items

Cllr Sarre informed the room that he would be recording the meeting

22.36 To receive any apologies for absence

Apologies were received from Cllr Westbury

22.37 To receive any declarations of interest

Cllr Thompson - item 23.63 as he lives on Cotton Mill Lane, Cllrs; Healy, J Shakeshaft – item 23.61 as members of the Tennis club and Cllr Sarre – item 23.61 as a social member of the Cricket Club

22.38 Public Session

a. Representation regarding items on the agenda

Julie Butler – Item 23.59, JB encouraged the return of the speed gun and would like training to use the speed gun. JB also encouraged the formation of a working party under 23.63. JB referred to a petition that had been emailed to the Council regarding traffic and speeding on Quaker Lane.

David Austin – Item 23.63 thanked the Council for consideration of the matter and hoped that access from Parfitt Drive will be considered to access facilities belonging to the Council.

Mrs Singleton - reiterated what had been said by JB and DA

Francis O'Malley – FOM shared his concern in the way that the s106 working party had considered the areas that the s106 funds could be used towards

b. Urgent village matters not previously raised

Brian Hill – referred to an email he had sent to the Council in regard to a freedom of information request. He asked if Councillors wished to comment on the questions he had raised. Cllr Sarre informed BH that questions or concerns within the email should be addressed to the monitoring officer.

Godfrey McIntosh – in reference to BH's comment, GM shared his concern that it seemed that a previously standing Councillor was put on "probation" and that all Councillors weren't going to be given an even chance.

Cllr Harris Sutton said that she felt uncomfortable about the emails that had been circulated however she hoped to move forward with an open and more considerate Council.

Sheila O'Malley – SO'M shared her hopes that future conversations will be transparent and open

Moira Owen – MO said it appeared there had been some kind of undemocratic approach, whereas the Council had promised they would be more democratic

Items to receive or note


22.39 Reports from the County and District Councillors

Cllr Laughton informed the Council that the New Hill yellow line road traffic order (RTO) had received an objection which has pushed the process back to the reporting stage. He continued to explain that the Ridgeway RTO was out for formal consultation which is approximately 6 weeks.

Nominations have now been opened for the mayoral position with funding to make sure the mayoral operation is set up before the mayor is elected. Applications have been made for the mayor to be the authority on transport removing it from the department of transport. Cllr Laughton explained the new potholing policy to the Council. Previously all dangerous potholes must be mended within 24hrs, but this moved to a week to allow them to be fixed properly and hopefully result in a longer-term repair. This new resurfacing policy also looks to increase resurfacing in the winter

Cllr M Shakeshaft addressed the Council, he informed the Council he has been contacted by a resident regarding a person sleeping at a bus stop. He has requested the bus stop be cleaned and is looking at resources to aid the person sleeping rough.

22.40 The May 2023 Financial Summary

Financial Summary at 31st May 2023			
Unity Trust opening balance	£74,097.07		
Monthly receipts		£2,686.23	
Monthly payments		-£28,043.31	
Unity Trust closing balance		£48,739.99	
Nationwide opening balance	£76,770.05		
Monthly receipts		£0.00	
Monthly payments		£0.00	
Nationwide closing balance		£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	£248,069.93		
Made up of	Spent/Received in 2023-24		Notes
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 carried over from previous years)		£254.50	Put aside for the Green and Ridgeway Xmas lights
Village Centre Renovation EMR		£16,000.00	
Playground Renovation EMR	-£11,326.67	£11,000.33	
Total Ear Marked Reserve		£104,077.29	
General Reserve		£114,421.78	
Current Fund		£29,570.86	
Total Funds	£248,069.93		
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council.			
S106 Miller (Facilities) Spend by September 2023		£73,331.47	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish
S106 Bellway (Facilities) Spend by August 2024		£68,416.61	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

The Council noted the May 2023 Financial Summary

Items to approve

22.41 The 6th of June Full Council meeting minutes as accurate

Councillors had requested two amendments to the minutes prior to the meeting. The Council resolved to accept the minutes with the amendments included

22.42 June 2023 bills for payment

Bills For Payment June 2023						
Approval Code	Payment To	Description	Net	VAT	Gross	Notes
Invoices to approve						
1	23.16	Newark and Sherwood District Council	Acres bin collection - 12 months	£171.60	£34.32	£205.92
2.1	APM23.35		Core Grounds Contract April-June 2023	£2,174.00	£434.80	£2,608.80
2.2	APM23.35		Small Grounds Contract April-June 2023	£640.00	£128.00	£768.00
3	22.195	Dixon Accountancy	Internal Audit	£110.00	£0.00	£110.00
4		Kirkland and Lane	Asset Registry Fees	£338.54	£67.71	£406.25
5	23.15	John Slack Flooring	Replacement of the Attic Room and landing flooring	£3,990.59	£798.12	£4,788.71
6	TK/VA	GMS	VC Cleaning Supplies	£168.60	£33.72	£202.32
CC payments						
21	APM23.35	HP	Monthly Printer Ink Subscription	£3.74	£0.75	£4.49
22		Post Office	Stamps - Banking	£1.60	£0.00	£1.60
Direct Debits, Standing Orders and Pre Authorised Payments						
31	APM23.35	Newark & Sherwood District Council	VC Waste Collection	£25.55	£0.00	£25.55
32	APM23.35	Zest Group	Monthly 365 Services	£121.50	£24.30	£145.80
33	APM23.35	EON (April Bill)	Wilson's Field Electricity	£12.27	£0.61	£12.88
34	APM23.35	EON (April Bill)	Village Centre Electricity	£104.98	£5.25	£110.23
35	APM23.35	EON (April Bill)	Pavilion Electricity	£17.47	£0.87	£18.34
36	APM23.35	British Gas	VC Gas	£16.21	£0.81	£17.02
37	APM23.35	Waterplus (May Bill)	VC Water	£146.76	£0.00	£146.76
38	APM23.35	Waterplus (May Bill)	Allotment/Pavilion Water	£66.73	£0.00	£66.73
39	APM23.35	British Telecom	Broadband and Telephone (inc mobiles)	£65.29	£13.05	£78.34
40	N/A	Lloyds	CC Fee	£3.00	£0.00	£3.00
41	N/A	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00
Receipts to note						
		Library Rent/NCC	Q1 payment	£735.25		Should be £845 for 23/24 - BW following up

The Clerk presented an invoice from GMS for £202.32 in addition to the previously circulated bills for payment. The Council resolved to authorise the payment of all invoices

22.43 The staff absence procedure as recommended by the Staffing Committee
The Council resolved to accept the procedure as recommended

22.44 The publication of the Council's "plan for the quarter"
The Council resolved to publish the "plan for the quarter" as drafted. To be published on the Farnsfield Parish Council website, Facebook page as well as on the digital notice board. Hard copies should be made available to those who are considered not on the internet and to be included in the Farnsfield Flyer.

22.45 The Annual Governance documents for year ending 31st March 2023
Cllr Drew stated that she would be answering the statements to the best of her knowledge as the statements relate to the 22/23 year in which she wasn't a Councillor.
a. To receive and note the Annual Internal Audit Report completed by the internal auditor
The Council previously received and noted the Internal report
b. To complete and approve the Annual Governance Statement 2022/23 of the Annual Return
Cllr Sarre completed the Annual Governance Statements with the Council. The Council approved the completed statement and Cllr Sarre signed as the Chairman of the meeting
c. To consider, approve and sign the Statement of Accounts 2022/23 of the Annual Return
The Council considered, approved and Cllr Sarre signed the statement of accounts
d. To accept the Annual Governance and Accountability Return
The Council resolved that the AGAR was complete and ready to be submitted
e. To note the dates of the Notice of Public Rights and Publication of Annual Governance and Accountability Return
The Council noted the Notice of Public Rights dates as Monday 3rd July – Friday 11th August 2023

Items to discuss and agree a course of action

22.46 To organise a "village get together" in the Lower Hall of the Village Centre on Thursday the 13th of July and to set a budget for refreshments

Cllr J Shakeshaft explained the idea behind the event. The Council resolved to go ahead with the event in September with a confirmation of the date and budget at the next meeting.

Cllr Sarre moved item 23.63 to be considered after 23.56 so all working parties are formed together

22.47 The formation of a working party to facilitate the creation of a Youth Council in Farnsfield
Cllr Moore explained why she had made the proposal to create the working party. The Council resolved to form the working party with the terms of reference as drafted. [The Clerk to publish the TOR](#)

The Council resolved for the members of the working party be Cllrs; Moore and J Shakeshaft as lead members with support from Cllrs; Harris-Sutton and Drew

22.48 The formation of a working party to identify the needs of senior citizens, and those who are isolated and/or vulnerable

Cllr Moore explained why she had made the proposal to create the working party. The Council resolved to form the working party with the terms of reference as drafted. [The Clerk to publish the TOR](#)

The Council resolved for the members of the working party to be Cllrs; Moore, Healy, M Shakeshaft and Thompson as well as residents Chris Puddephatt and Gill Sarre who were present in the audience of the meeting

22.49 The editor and publication dates for the next edition of the Farnsfield Flyer

Cllr M Shakeshaft offered to edit the next edition of the Farnsfield Flyer with the next publication date to be the 18th July. Future publication will be in line with the fiscal quarter

22.50 To discuss if the Council can support the annual Christmas event by facilitating and funding a road closure to ensure public safety

The Council resolved that if a Christmas event were to be organised by members of the village as they have in previous years, the Council would fund and facilitate a road closure to ensure the safety of the attendees. [Cllr Drew to speak to previous organisers of the event](#)

22.51 To request the return of the speed gun so action can be taken up by residents for training and the use thereof

The speed gun has been returned to the Council. [Cllr Drew to research the training options further and bring any information found back to the next meeting](#)

22.52 If the Council should obtain quotes to understand the legal aspect of land in the absence of deeds, covenants and to consider indemnity

The Council supported Cllr Drew contacting a solicitor to discuss how the Council can be certain of any conditions or covenants on land in the absence of deeds

[Cllr Sarre proposed to extend the meeting past 9pm as required to complete the items on the agenda. The Council resolved to extend the meeting](#)

22.53 To receive the research and recommendations from the S106 funding working party as to how to allocate the spend of the Miller S106 funding

Cllr Thompson gave the Council an overview of the research conducted and the recommendations from the working party on how the funds should be allocated. The Council resolved to move forward with the recommendation that the following projects are progressed; Pavilion - internal renovation, Village Centre - Upper Hall air conditioning installation, a contribution towards Tennis Club lighting replacement and a contribution towards the Cricket Club's changing room renovation. The Council resolved for these projects to be progressed and 3 quotes obtained to receive firm costings. The Council delegated the Pavilion to Cllr Sarre, Village Centre to Cllr Cracknell, Tennis Club to Cllr Healy and Cricket Club to Cllr Drew. The Clerk to lead the group and contact Newark and Sherwood District Council to ensure that these projects meet the S106 agreement criteria. All quotes,

final fund allocation and completed applications should be ready for Monday 17th July to enable the item to be on the 25th July meeting.

22.54 To delegate the current duties of the Clerk; and to consider if the current Clerk & RFO should be moved to a zero-hour contract to enable her to be able to support the Council in fulfilling the basic duties of the RFO and to Clerk the scheduled meetings in July whilst the replacement Clerk & RFO is sought.

The Council resolved for the Clerk & RFO to continue as RFO for 3 hours per week from the 10th July until the 31st of August 2023, to remain on the same rate of pay and pension contributions. The Council also agreed that the Clerk should attend to minute the two sets of meetings already scheduled on Tuesday 11th July and 27th July and prepare (and publish) the minutes afterwards. The Clerk to retain the Council laptop to facilitate these duties.

The Council resolved for the following Councillors to take on the duties of the Clerk whilst the recruitment process is fulfilled.

The Council resolved for: Cllr Sarre to take on the Clerk's correspondence including email account and mobile phone. Cllr Cracknell to be the contact person for the staff if they need assistance with the Village Centre or Council owned property and Cllr Healy to be the contact for Newark and Sherwood District Council re grounds maintenance.

The Council delegated for Cllr Sarre to authorise the payment of the RFO's wages with a guideline of 3 hours per week, plus the two scheduled meetings, plus approximately 1.5 hours to prepare each set of minutes.

The Council resolved that all delegation referring to the Clerk be temporarily amended to the "RFO" for the period of 10th July – 31st August 2023.

22.55 The formation of a working party to develop recommendations for improving access to recreational facilities on the Eastern side of Farnsfield

Cllr Sarre explained why he had proposed the formation of the working party. The Council resolved to form the working party with the amendment that the working party also consider "parking" under their remit. Cllr Drew submitted some amendments to the original terms of reference proposed by Cllr Sarre.

The Council resolved for the terms of reference to be accepted with the addition of paragraphs 1 and 3 as added by Cllr Drew. [The Clerk to publish the TOR](#)

The Council resolved for the members of the working party be Cllr Sarre as lead and Cllrs Healy, and Cracknell

23.64 To agree the banking arrangements

Due to the resignation of Chris Puddephatt and the new signatory applications still processing there is no Councillor to be the second authoriser for the bank payments. Chris Puddephatt has stated that she would be happy to continue to authorise the payments on behalf of the Council whilst the new applications are completed. The Council resolved for Chris Puddephatt to authorise the payment and be provided with copies of invoices she required to complete the payments.

23.65 To appoint a member and chair of the Staffing Committee

The Council resolved to appoint Cllr Harris-Sutton as a member and Chair of the Staffing Committee

The meeting closed at 21.26

Minutes of the Full Council Meeting held on Tuesday 6th June 2023 at 7:00pm

The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris-Sutton, Corinne Moore, Chris Puddephatt, Peter Sarre, Joyce Shakeshaft, Maurice Shakeshaft (Newark and Sherwood District Councillor), Mike Thompson and Barry Westbury

Minutes were taken by Cllr Joyce Shakeshaft

Items to receive or note

23.18 To receive any apologies for absence

Cllr. Healy sent her apologies, the Council resolved to accept the apologies

23.19 To receive any declarations of interest

None

23.20 Public session

a. Representation regarding items on the agenda

Members of the public made representations in connection with S106 spending

Brian Hill queried “parking” of current strategy and suggested that football had not received as much money as other clubs in the past.

Joan Westbury – similar comments including change of Council.

Julie Butler– raised traffic issues on Quaker Lane in connection with football.

Clint Walker – Cricket Club – asked about process of application.

Kathryn Thompson – flagged up that since 2019 CIL and S106 can be combined to spend on village facilities. Cllr Shakeshaft explained the terms of the S106 to KT however she was sure that the funds could be used on other village facilities. This is to be passed back to Vikki for advice.

Derek Purcicoe – confirmed that bowls is included in this S106 funding, and advocated spending on the football pavilion. Also he confirmed that the village centre had been upgraded but there were other items that still needed attention.

Simon Ratcliffe commented that 70 people are registered and signed up for football – 50% from the village – some improvements need to be made

Sheila O’Malley - asked if a copy of the S106 agreement available and also suggested that there may be a waiver on what money is used for. District Cllr. Shakeshaft updated the meeting on S106 issues following discussion with NSDC. He reported that there is a possibility of change of submission date, but it is unlikely that usage can be altered.

David Austin – commented that before spending on sports facilities for football, vehicular access issues need to be sorted out.

Clare Austin - pointed out how useful the village centre is but how improvements, e.g. air conditioning would be very useful.

Mary Singleton – asked why a deadline couldn’t be extended – Cllr M. Shakeshaft reiterated his previous comments.

Trevor Tarbox – commented on a new bowls club pavilion idea in a revised location, and in the context of additional car parking. 65 active members; coaching course. Made point that bowls club hasn’t itself proposed a new pavilion.

b. Any urgent village matters not previously raised

Sue Boughey – suggested that a new copy of the Farnsfield Guide be produced – last one was in 1993.

Kathryn Thompson – are FPC supporting lobby group RAGE against incinerator in Bilsthorpe – Derek Purcicoe gave more details of the project.

Items to approve

23.21 The 16th of May 2023 Full Council meeting minutes as accurate

The Minutes of the Full Council Meeting on 16th May were approved and accepted.

Items to discuss and agree a course of action

23.22 To discuss the allocation of S106 Miller (Facilities) funds of £73,331.47 with a spend deadline of September 2023

Cllr M. Shakeshaft reported on his contact with Newark & Sherwood District Council. Miller Homes have been approached and may be inclined to give an extension. This will be discussed between the parties over the next few days. Cllr M. Shakeshaft will continue to press for a decision.

Cllr Westbury pointed out that the timescale for allocation of available funds is very tight. In this respect, Cllr. Harris Sutton suggested that another extra Ordinary Council meeting be held after the next full Council meeting, in order to progress any project effectively.

23.23 The formation of any working parties required from the discussion within 23.42 and to agree the terms of reference of the formed working parties

Cllr Sarre led a discussion of various models for a working party, resulting in a proposal that 5 Councillors be appointed and an additional Councillor as Chair. Each Councillor should look at an individual project and report back to the full Council at the next meeting. It was noted that Cllrs J & M Shakeshaft will be away, therefore not able to participate.

Cllr Sarre indicated that the Clerk is happy to support the process. He proposed that previously drafted and circulated terms of reference be accepted, including an amendment that the Clerk be asked to be actively involved; this was approved. Councillors then approved the motion that 5 Councillors form the working party, plus a Chair. The deadline for submission of information to all Councillors will be 19th June, to be used as supporting documentation for the 27th June Full Council Meeting.

Nominations were then made to allocate roles, as follows:- Cllr Healy to liaise with the tennis club, Cllr Westbury - football, Cllr Drew - cricket, Cllr Puddephatt – bowls, Cllr Cracknell – Village Centre, all with support from the Clerk. This was approved. Cllr Thompson indicated an interest in the role of Chair and Cllrs Harris Sutton was proposed by Cllr Drew; a vote was held, and Cllr Thompson was appointed to the role. Cllr Thompson requested the help of Cllr Harris Sutton in this role.

Minutes of the Full Council Meeting held on Tuesday 25th April 2023 at 7:00

The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs. Purcicoe (Chairman), Westbury, Dennis, I.Clarke, K.Clarke, Hazard and Puddephatt

Also Present: Vikki Arkell (Clerk & RFO)

Items to receive or note

23.1 To receive any apologies for absence

Cllrs Hamilton, Selby and Healy sent their apologies, the Council resolved to accept the apologies

23.2 To receive any declarations of interest

None

23.3 Due to the nature of the business to be discussed it is recommended that agenda item 23.17 require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items

The Council resolved to exclude the public from items 23.17

23.4 10 minutes for the public to make representations about agenda items

The members of the public were given the opportunity to make representations about agenda items

23.5 Report from Committee Chairman following the previous meetings of:

a. The Planning Committee - 18th March 2023 and 25th April

Cllr K Clarke informed the Council that there was no report to provide but did explain that due to not having the full planning committee present at the previous meeting that they would not be able to make a recommendation regarding the alcohol licence for "le petit vert"

b. The Staffing Committee – 25th April 2023

Cllr Puddephatt informed the Council that they had assessed the risk highlighted on the risk management scheme in regard to the absence of Council employees. Cllr Puddephatt explained that although they were unable to reduce the risk, the Committee had requested that the Clerk create an emergency procedure for the Council to action if employees are off on long term sick or an extended holiday.

23.6 Clerks report

a. Update on completed village works and works in progress

The Clerk gave an update from Highways:

Yellow Lines - TRO 3355 New Hill; This application was objected to by a resident of The Stackyard. They believe that a solution has been found and the process will now continue.

TRO 3364 Main Street & Churchside - This one will be advertised after 4th May notices should go up by mid May (delay is due to purdah/elections)

The Clerk confirmed that the Lady Goodwin playground works will commence on Tuesday 2nd May and will take approximately a week. The park will be closed for this time however will be made safe to be reopened over the bank holiday.

The Clerk informed the Council that light column 52 had been checked following the water leak that effected the Christmas illuminations and there has been no further water within the plug

b. Update on the registration of Council owned assets

The Clerk informed the Council that the lock up ownership application has now been picked up by the land registry, some signing of documents was required in which the Clerk visited

Kirkland and Lane to complete last Thursday. The Land Registry have said there will be additional application fee of £30, and £40 inspection fee as a site inspection will be required.

c. Update on the S106 spend extension request

The Clerk explained that she had spoken to Newark and Sherwood District Council, and they are looking at the next steps. Newark and Sherwood District Council are not confident that an extension will be authorised, however do believe there is a good case for an extension based on all of the large projects the Council had achieved over the last 4 years (and COVID) and because there are focused plans to spend this money next. The next step is to approach the developers to request this extension. The Clerk urged the Council to continue with plans to spend the funds by the original deadline due to the extension for spend not being guaranteed

d. Correspondence received

None

23.7 The March 2023 Financial Summary

The Council noted the financial summary

Financial Summary at 31st March 2023			
Unity Trust opening balance	£88,943.90		
Monthly receipts		£4,554.16	
Monthly payments		£127,402.23	
Transfer between accounts		£50,000.00	
Unity Trust closing balance		£16,095.83	
Nationwide opening balance	£76,440.05		
Monthly receipts		£330.00	
Monthly payments		£0.00	
Nationwide closing balance		£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	£85,288.41		
Monthly receipts		£0.00	
Monthly payments		£0.00	
Transfer between accounts		£50,000.00	
Cambridge BS closing balance		£35,288.41	
Total Funds	£215,425.77		
Made up of	Spent/Received in 2022/23		Notes
S106 Ash2 spend by Feb 2023	£7,493.67	£0.00	For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish
S106 Bellway and Miller (Open Space)	£162,267.20	£0.00	Allocated to the refurbishment of Hadleigh Park Playground
Total S106		£0.00	
CIL spend by April 2022 (Spend extension April 2023)	£21,322.93	£0.00	
CIL spend by April 2023	£27,408.17	£0.00	
CIL spend by April 2024	£42,505.17	£56,660.70	
CIL spend by April 2025		£18,714.96	
CIL spend by January 2026		£1,446.80	
Total CIL		£76,822.46	
Best Kept Village Reserve	£2,129.12	£0.00	
Council Projects EMR (Projects carried over from previous year)	£8,856.46	£254.50	£250 for Xmas lights
Village Centre Renovation EMR	£3,000.00	£16,000.00	
Playground Renovation EMR	£8,327.00	£22,327.00	
LIS grant (wheeled facility)	£20,000.00	£0.00	
Total Ear Marked Reserve		£115,403.96	£100,021.81
General Reserve		£100,021.81	VAT return of £21,700 will/can go back into General Reserves in April 2023
Current Fund			
Total Funds		£215,425.77	
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council.			
S106 Miller (Facilities) Spend by September 2023		£73,331.47	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish
S106 Bellway (Facilities) Spend by August 2024		£68,416.61	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish



Items to approve

23.8 The 28th March Full Council meeting minutes as accurate and matters arising

The Council resolved to accept the minutes as accurate

23.9 The April 2023 bills for payment including the preauthorisation of employee wages for May 2023

Bills For Payment 25th April 2023							
	Approval Code	Payment To	Description	Net	VAT	Gross	Notes
Invoices to approve							
1	FAC 22.85	RS Electrical	Installation of the VC light sensors	£1,485.46	£297.09	£1,782.55	
2	VA/DP/RS	Mercury	Repair of Alarm System - Manual call point replacement	£149.50	£29.90	£179.40	
3	APM22.49	Nottinghamshire Fire Safety Ltd	Fire extinguisher testing	£207.20	£41.44	£248.64	
4		V Arkell	Travel Expenses	£4.32	£0.00	£4.32	
CC payments							
20	FCM 22.240C	Premier Netting	Stakes for fencing at the Wheeled Facility	£54.12	£10.81	£64.93	April CC Bill
21	22.17	HP	Monthly Printer Ink Subscription	£3.74	£0.75	£4.49	April CC Bill
22		Post Office Counter	Stamp to post the bank book for end of year	£0.68	£0.00	£0.68	Receipt
23	22.240d	Amazon	Broom for the skate park	£16.64	£3.33	£19.97	
Direct Debits, Standing Orders and Pre Authorised Payments							
32	APM22.49	Zest Group	Monthly 365 Services	£115.40	£23.08	£138.48	
33	APM22.49	EON (February Bill)	Wilson's Field Electricity	£17.01	£0.85	£17.86	Smart
34	APM22.49	EON (February Bill)	Village Centre Electricity	£153.94	£7.70	£161.64	Smart
35	APM22.49	EON (February Bill)	Pavilion Electricity	£20.22	£1.01	£21.23	Smart
36	APM22.49	British Gas	VC Gas	£110.54	£5.52	£116.06	Smart
37	APM22.49	Waterplus (February Bill)	VC Water	£117.23	£0.00	£117.23	
38	APM22.49	Waterplus (February Bill)	Allotment/Pavilion Water	£25.81	£0.00	£25.81	
39	APM22.49	British Telecom	Broadband and Telephone (inc mobiles)	£65.29	£13.05	£78.34	
40	N/A	Lloyds	CC Fee	£3.00	£0.00	£3.00	
41	N/A	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	
42	APM22.49	Npower	Village Steet Lamps	£311.86	£15.59	£327.45	
43	APM21.62	Hallmaster	VC Booking Software - Annual	£199.00	£39.80	£238.80	

The Council resolved to accept the bills for payment and authorised the payment of the employee wages for May to be paid before the election in case there was a requirement to change the bank signatories

23.10 The April 2023 edition of the Farnsfield Flyer

The Council resolved for the April 2023 edition of the Farnsfield Flyer to be published

23.11 The 23-24 insurance renewal

The Council resolved to accept the 23-24 insurance renewal, the Clerk to arrange payment

Items to discuss and agree a course of action:

23.12 The premises licence application for Le Petit Vert, Holly House, NG22 8EY

The Clerk explained that objections should be under the criteria of, the prevention of crime and disorder, public safety, the prevention of public nuisance or the protection of children from harm. The Clerk also informed the Council of some of the issues raised by residents during the Planning Committee meeting held prior to this meeting.

The Council discussed the licencing application for Le Petit Vert in detail. The Council resolved for the Clerk to submit an objection to Newark and Sherwood District Council to include the issues highlighted by residents. The Council also requested that the Clerk highlight that the application had not been completed adequately, which does not allow the Council to make a full analysis of the licence application.

23.13 The recommendations from the Staffing Committee in regard to employee annual leave for 23-24

The Staffing committee recommended that employees are able to carry up to one week of annual leave for 23-24 and to award the staff the additional bank holiday as leave for all Council employees.

The Council resolved to accept the Staffing Committee recommendations

23.14 The closure of all current committees and working parties to be reformed if required by the elected Council at the annual meeting of the Parish Council

The Council resolved to close all Committees and Working Parties to be reformed by the elected Council on the 16th May

23.15 The quotes received to replace the flooring in the attic room of the Village Centre
The Council reviewed the 6 quotes received and resolved to accept quote 5, for the installation of Luxury Vinyl Tile and the replacement of the stair nosing's. The Council requested for the Clerk choose a suitable colour and organise the installation

23.16 The quote received for the emptying of the bins on the Acres by Newark and Sherwood District Council, and to agree the frequency of emptying
The Council resolved to accept the charge of £1.10 per bin for the 3 bins on the Acres, to be emptied weekly

23.17 The Farnsfield Library Lease
The Council resolved to accept the "Heads of Terms" and to extend the library lease until 2026

Minutes of the Full Council Meeting held on Tuesday 16th May 2023 at 7:00pm

The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris-Sutton, Corinne Moore, Chris Puddephatt, Peter Sarre, Joyce Shakeshaft, Maurice Shakeshaft (Newark and Sherwood District Councillor), Mike Thompson and Barry Westbury

Also Present: Vikki Arkell (Clerk & RFO), Derek Purcicoe as outgoing Chairman

Annual Meeting Items

23.18 The delivery by Councillors of their acceptance of office form

The Clerk confirmed that declarations of office had been signed by all Councillors apart from Cllr Healy.

The Council resolved that Cllr Healy could sign the declaration at a later date but should be before the next meeting of the Full Council on the 23rd of June 2023

23.19 To elect a Chairman for 23/24

Cllr Sarre was proposed by Cllr Moore as Chairman of the Council, this was seconded by Cllr Cracknell

The Council resolved to elect Cllr Sarre as Chairman of the Council for 23/24

Cllr Sarre gave thanks to the outgoing Council for their hard work including the extensive renovation of the Village Centre and the Children's Play Area on Hadleigh Park. Cllr Sarre also thanked the Council staff including the Clerk, the Village Caretaker and the Booking Secretary for their continued hard work and said that without them, the Council facilities would not run so successfully

23.20 To elect a Vice Chairman for 23/24

Cllr Westbury put himself forward as Vice-Chairman, this was seconded by Cllr Puddephatt

Cllr Harris-Sutton put herself forward as Vice-Chairman, this was seconded by Cllr Sarre

The Council resolved to elect Cllr Harris Sutton as Vice Chairman of the Council for 23/24

23.21 To receive any apologies for absence

Cllr Healy had sent her apologies. The Council resolved to accept her apologies.

23.22 To receive any declarations of interest

None

The Chair requested that 23.31 be moved to this point in the agenda to allow Councillor Laughton to have the opportunity to report to Council and enable him to attend other Parish Council meetings scheduled for the evening.

23.31 Report from the County Councillor

Cllr Laughton informed the Council that there is unfortunately a delay in the progress of A614 due to the request for a review on one of the roundabouts. He continued to explain that Newark and Sherwood District Council had been able to withdraw the Mickledale lane section from the review and this will be started as planned in the Autumn.

Cllr Laughton reported that he has received complaints regarding the Seven Trent closure and the cancellation of buses. He explained that Stagecoach was not contacted in advance about the closure however a diversion has now been organised

23.23 To discuss/approve the standing Committees for 23/24

Cllr Sarre proposed that the standing Committees remain but that some have a name change to make it clearer what the scope of the Committees are. Cllr Sarre proposed that the

Facilities Committee be renamed to Facilities and Environment Committee, the Finance and Risk Committee be renamed Finance and Governance Committee and the Planning Committee be renamed the Planning and Licensing Committee.
The Council resolved to maintain the same standing Committees and accept the changes to the Committee names.

23.24 Appointment of any new committees in accordance with standing order 4

No new Committees were proposed

23.25 Review of the terms of reference for Committees

The Council resolved to accept the Facilities (and Environment) Committee terms of reference as presented

The Council resolved to accept the Finance (and Governance) Committee terms of reference as presented

The Council resolved to accept the Staffing Committee terms of reference as presented

The Council discussed the Planning (and License) terms of reference with amendments that had been previously circulated. The Council resolved to accept the terms of reference with the changes as circulated

The Clerk to arrange publication

23.26 To appoint members and Chairman of the following Committees:

a. The Facilities Committee

Cllrs; Westbury, Puddephatt, Cracknell, Thompson, Moore and J Shakeshaft put themselves forward as candidates for the Facilities (and Environment) Committee. As the terms of reference state the membership be 5, Cllr Moore withdrew her nomination. Cllr Harris-Sutton seconded all nominees.

The Council resolved to appoint the 5 elected as members of the Facilities (and Environment) Committee.

Cllr Westbury nominated himself for Chair, this was seconded by Cllr Puddephatt. Cllr Thompson nominated himself for Chair, this was seconded by Cllr Sarre.

The Council resolved to appoint Cllr Thompson as Chair of the Facilities (and Environment) Committee.

Cllr Harris-Sutton abstained from voting

b. The Finance and Risk Committee

Cllrs; M Shakeshaft, Cracknell, Thompson and Drew put themselves forward as candidates for the Finance (and Governance) Committee. Cllr Sarre seconded the nominees.

As the terms of reference state the membership be 5, Cllr Sarre proposed that the terms of reference be amended to state that the membership be 4 and the quorum be 3 of its members.

The Council resolved to accept the amendment to the terms of reference.

The Council resolved to appoint the 4 members to the Finance (and Governance) Committee.

Cllr M Shakeshaft nominated himself for Chair, this was seconded by Cllr Sarre. The Council resolved to appoint Cllr Shakeshaft as Chair of the Finance (and Governance) Committee

c. The Staffing Committee

Cllrs; Puddephatt, Moore and J Shakeshaft put themselves forward as candidates for the Staffing Committee. Cllr M Shakeshaft seconded the nominees.

The Council resolved to appoint the 3 members to the Staffing Committee.

Cllr Puddephatt nominated herself for Chair, this was seconded by Cllr Moore. The Council resolved to appoint Cllr Puddephatt as Chair of the Staffing Committee

d. The Planning Committee

Cllrs; Moore, Drew and M Shakeshaft nominated themselves for the Planning (and Licensing Committee). Cllr M Shakeshaft proposed Cllr Cracknell. All nominees were seconded by Cllr Sarre.

The Council resolved to appoint the 4 members to the Planning Committee

Cllr Drew was nominated as Chair, this was seconded by Cllr Sarre. The Council resolved to appoint Cllr Drew as Chair of the Planning (and Licensing) Committee

e. Any new Committee formed in 23.24

No new Committees were formed

23.27 To schedule the date, time and place of ordinary meetings of the Council and Committees up to and including the next annual meeting of the Council

The schedule was previously circulated to all Councillors. The Council resolved to accept the schedule as drafted – [The Clerk to arrange publication](#)

23.28 To review/approve the following policies/documents

a. Farnsfield Parish Council Standing Orders

Amended Standing Orders were circulated to all Councillors. The Council discussed further amendments and resolved on the changes. The Council resolved to accept the amended Standing orders

b. Farnsfield Parish Council Financial Regulations

The Council resolved to adopt the Farnsfield Parish Council Financial Regulations as circulated

c. The LGA Model Councillor Code of Conduct

The Council resolved to adopt The LGA Model Councillor Code of Conduct as circulated

d. Internal Control Statement

**The Council resolved to accept the Internal Control Statement as presented
[The Clerk to arrange publication of all documents](#)**

23.29 Review of delegation arrangements to committees, sub-committees, staff and other local authorities

The Council reviewed the delegation arrangements to committees, sub-committees, staff and other local authorities and resolved to accept them as drafted – [The Clerk to arrange publication](#)

23.30 Time for the public to make representations about agenda items

Members of the public were given the opportunity to make representations regarding the agenda items, to ask questions or make statements under the amended standing order adopted in 23.28

David Austin – Requested the meetings be held outside of the school holidays. DA also congratulated the Chairman on his appointment and thanked the Council for the changes to the procedure to allow more community engagement.

Brian Hill – Questioned how the Council will make the proposed changes that they had promised within their election campaigns. BH also asked how Councillors will keep to the

statements made regarding positive habitats in Farnsfield and for the protection of animals, as he believed that rabbits are being killed by allotment holders.

Claire Austin – Thanked the Council for the changes made in welcoming the public to speak at meetings.


Items to receive or note

23.31 Report from the County Councillor

Cllr Sarre invited Cllr M Shakeshaft to speak as Newark and Sherwood District Council Councillor. Cllr M Shakeshaft explained that Newark and Sherwood District Council had not yet had their first meeting so had no report for Council at this time.

23.32 April 2023 Financial Summary

Financial Summary at 30th April 2023		
Unity Trust opening balance	£16,095.83	
Monthly receipts		£66,300.92
Monthly payments		-£8,299.68
Unity Trust closing balance		£74,097.07
Nationwide opening balance	£76,770.05	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£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	£273,427.01
Made up of	Spent/Received in 2023-24	Notes
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 carried over from previous year)	£254.50	Put aside for the Green and Ridgeway Xmas lights
Village Centre Renovation EMR	£16,000.00	
Playground Renovation EMR	£22,327.00	Including funds to pay for the Lady Goodwin mini renovation
	Total Ear Marked Reserve	£115,403.96
	General Reserve	£114,421.78
	Current Fund	£43,601.27
	Total Funds	£273,427.01
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council.		
S106 Miller (Facilities) Spend by September 2023	£73,331.47	For provision or maintenance of a village hall, tennis, football bowls or cricket facilities in the parish
S106 Bellway (Facilities) Spend by August 2024	£68,416.61	For provision or maintenance of a village hall, tennis, football bowls or cricket facilities in the parish



The Council noted the April 2023 Financial Summary as presented

Items to approve

23.33 The 25th April 2023 Full Council meeting minutes as accurate

Councillors Puddephatt and Westbury as the only Councillors present on 25th April 2023 resolved that the minutes from the meeting were accurate – [The Clerk to arrange publication](#)

23.34 The bank signatories and process for authorising payments whilst this is being actioned by the banks

Cllr Puddephatt stated that she was happy to continue as a bank signatory, Cllr M Shakeshaft and Cllr Harris Sutton put themselves forward as signatories.

The Council resolved to accept, Cllr Puddephatt, Cllr M Shakeshaft and Cllr Harris Sutton along with the Clerk as the bank signatories – [The Clerk to make arrangements to add the new signatories and remove all other signatories from all banking arrangements](#)

23.35 May 2023 bills for payment and the pre-approved payments for 23/24

Bills For Payment 16th May 2023							
	Approval Code	Payment To	Description	Net	VAT	Gross	Notes
Invoices to approve							
1	PCM22.64	Rialtas	Finance Software	£148.85	£29.77	£178.62	
2	PCM21.269	LITE	Christmas Illumination Part 1	£1,820.00	£364.00	£2,184.00	
3	FAC22.84	Forest Farm Trees	Millennium Wood Safety Works	£2,560.00	£512.00	£3,072.00	
4	PCM22.68	Lightmain	Install concrete pads and referbish benches at LG	£6,225.00	£1,245.00	£7,470.00	
5	FAC22.52	Lightmain	Repair of safety surfacing at LG	£5,101.67	£1,020.33	£6,122.00	
CC payments							
21	22.17	HP	Monthly Printer Ink Subscription	£3.74	£0.75	£4.49	May CC Bill
22	VA/RS	Lamps2UDirect	VC Light Tubes	£37.80	£7.56	£45.36	May CC Bill
23	VA/RS	eBay	VC Fire alarm covers	£14.95	£0.00	£14.95	May CC Bill
Direct Debits, Standing Orders and Pre Authorised Payments							
31	VA/DP/BW	Barry Westbury	Expenses - Fencing for sewage leak on Hadleigh Park	£34.99	£0.00	£34.99	
32	APM22.49	Zest Group	Monthly 365 Services	£115.40	£23.08	£138.48	
33	APM22.49	EON (April Bill)	Wilson's Field Electricity	£12.08	£2.09	£14.17	Smart
34	APM22.49	EON (April Bill)	Village Centre Electricity	£101.50	£5.08	£106.58	Smart
35	APM22.49	EON (April Bill)	Pavilion Electricity	£19.34	£0.97	£20.31	Smart
36	APM22.49	British Gas	VC Gas	£110.54	£5.52	£116.06	Smart
37	APM22.49	Waterplus (April Bill)	VC Water	£146.46	£0.00	£146.46	
38	APM22.49	Waterplus (April Bill)	Allotment/Pavilion Water	£50.46	£0.00	£50.46	
39	APM22.49	British Telecom	Broadband and Telephone (inc mobiles)	£65.29	£13.05	£78.34	
40	N/A	Lloyds	CC Fee	£3.00	£0.00	£3.00	
41	N/A	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	
Receipts to note							
		Newark and Sherwood District Council	Precept Part 1	£42,354.00			
		HMRC	VAT Return Q4 22-23	£21,713.70			

The Council resolved to accept the bills for payment – The Clerk to arrange payment

23.36 General Power of Competence

- a. To agree that the Parish Council meets the criteria for eligibility

The Council resolved that they met the criteria for eligibility

- b. To agree to adopt the General Power of Competence

The Council resolved to adopt General Power of Competence

23.37 Councillor training

The Council resolved for the Clerk to organise training for Councillors who wish to attend with the spend to remain within the Training budget – The Clerk to communicate with Councillors and organise appropriate training sessions

The meeting closed at 8:58pm

Minutes of the Full Council Meeting held on Tuesday 6th June 2023 at 7:00pm
The meeting was held in the Lower Hall of the Village Centre

Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris-Sutton, Corinne Moore, Chris Puddephatt, Peter Sarre, Joyce Shakeshaft, Maurice Shakeshaft (Newark and Sherwood District Councillor), Mike Thompson and Barry Westbury

Minutes were taken by Cllr Joyce Shakeshaft

Items to receive or note

23.38 To receive any apologies for absence

Cllr. Healy sent her apologies, the Council resolved to accept the apologies

23.39 To receive any declarations of interest

None

23.40 Public session

a. Representation regarding items on the agenda

Members of the public made representations in connection with S106 spending

Brian Hill queried “parking” of current strategy and suggested that football had not received as much money as other clubs in the past.

Joan Westbury – similar comments including change of Council.

Julie Butler– raised traffic issues on Quaker Lane in connection with football.

Clint Walker – Cricket Club – asked about process of application.

Kathryn Thompson – flagged up that since 2019 CIL and S106 can be combined to spend on village facilities. Cllr Shakeshaft explained the terms of the S106 to KT however she was sure that the funds could be used on other village facilities. This is to be passed back to Vikki for advice.

Derek Purcicoe – confirmed that bowls is included in this S106 funding, and advocated spending on the football pavilion. Also he confirmed that the village centre had been upgraded but there were other items that still needed attention.

Simon Ratcliffe commented that 70 people are registered and signed up for football – 50% from the village – some improvements need to be made

Sheila O'Malley - asked if a copy of the S106 agreement available and also suggested that there may be a waiver on what money is used for. District Cllr. Shakeshaft updated the meeting on S106 issues following discussion with NSDC. He reported that there is a possibility of change of submission date, but it is unlikely that usage can be altered.

David Austin – commented that before spending on sports facilities for football, vehicular access issues need to be sorted out.

Clare Austin - pointed out how useful the village centre is but how improvements, e.g. air conditioning would be very useful.

Mary Singleton – asked why a deadline couldn't be extended – Cllr M. Shakeshaft reiterated his previous comments.

Trevor Tarbox – commented on a new bowls club pavilion idea in a revised location, and in the context of additional car parking. 65 active members; coaching course. Made point that bowls club hasn't itself proposed a new pavilion.

b. Any urgent village matters not previously raised

Sue Boughey – suggested that a new copy of the Farnsfield Guide be produced – last one was in 1993.

Kathryn Thompson – are FPC supporting lobby group RAGE against incinerator in Bilsthorpe – Derek Purcicoe gave more details of the project.

Items to approve

23.41 The 16th of May 2023 Full Council meeting minutes as accurate

The Minutes of the Full Council Meeting on 16th May were approved and accepted.

Items to discuss and agree a course of action

23.42 To discuss the allocation of S106 Miller (Facilities) funds of £73,331.47 with a spend deadline of September 2023

Cllr M. Shakeshaft reported on his contact with Newark & Sherwood District Council. Miller Homes have been approached and may be inclined to give an extension. This will be discussed between the parties over the next few days. Cllr M. Shakeshaft will continue to press for a decision.

Cllr Westbury pointed out that the timescale for allocation of available funds is very tight. In this respect, Cllr. Harris Sutton suggested that another extra Ordinary Council meeting be held after the next full Council meeting, in order to progress any project effectively.

23.43 The formation of any working parties required from the discussion within 23.42 and to agree the terms of reference of the formed working parties

Cllr Sarre led a discussion of various models for a working party, resulting in a proposal that 5 Councillors be appointed and an additional Councillor as Chair. Each Councillor should look at an individual project and report back to the full Council at the next meeting. It was noted that Cllrs J & M Shakeshaft will be away, therefore not able to participate.

Cllr Sarre indicated that the Clerk is happy to support the process. He proposed that previously drafted and circulated terms of reference be accepted, including an amendment that the Clerk be asked to be actively involved; this was approved. Councillors then approved the motion that 5 Councillors form the working party, plus a Chair. The deadline for submission of information to all Councillors will be 19th June, to be used as supporting documentation for the 27th June Full Council Meeting.

Nominations were then made to allocate roles, as follows:- Cllr Healy to liaise with the tennis club, Cllr Westbury - football, Cllr Drew - cricket, Cllr Puddephatt – bowls, Cllr Cracknell – Village Centre, all with support from the Clerk. This was approved. Cllr Thompson indicated an interest in the role of Chair and Cllrs Harris Sutton was proposed by Cllr Drew; a vote was held, and Cllr Thompson was appointed to the role. Cllr Thompson requested the help of Cllr Harris Sutton in this role.