

Draft minutes are subject to approval at the next council meeting.

FULL PARISH COUNCIL MEETING

Held at The Lower Hall of The Village Centre, Farnsfield on

Tuesday 26th March 2024

Commenced: 7.00pm - Concluded: 9.00pm

Councillors Present: Cllr Peter Sarre [Chair], Cllr John Cracknell, Cllr Lesley Healy, Cllr Corinne Moore, Cllr Sally Savage, Cllr Joyce Shakeshaft, Cllr Maurice Shakeshaft, Cllr Mike Thompson, Cllr Lindsay Biro-Moore (after item 24.239)

Absent Councillors: Cllr Charlotte Harris Sutton

District & County Councillor: District Cllr Maurice Shakeshaft, County Cllr Bruce Laughton (left after item 24.230)

Other Attendees: Safia Kauser [Locum Clerk & Minute Taker]; x16 members of the public

Chairman's Remarks

- The Chairman informed the meeting that the meeting notice had been placed on the noticeboards to comply with the statutory notice requirement however a full copy of the agenda was not placed alongside the notice in accordance with the Standing Orders and an apology was given.
- The Chair welcomed Safia Kauser as the Locum Clerk and Judith Alcock as the Locum RFO who had commenced their new roles in the last week.

24.224 APOLOGIES

Apologies and reasons for absence were received from Cllr Harris Sutton.

RESOLVED:

- 1) **That the apologies and reasons for absence received from Cllr Harris Sutton be approved.**

24.225 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Members were invited to declare any personal or prejudicial interests (not included on the register of interests) in respect of the business items on the agenda. None were declared.

24.226 MINUTES

The draft minutes of the full council meeting held on the 27th February 2024 were circulated with the agenda.

RESOLVED:

- 1) **That the draft minutes of the full council meeting held on the 27th February 2024 be approved as a true record and be signed by the Chair.**

24.227 MATTERS ARISING

Members were given an opportunity to raise any matters arising from the minutes if not an agenda item. None were raised.

24.228 EXCLUSION OF THE PRESS AND PUBLIC

Members were asked to consider and resolve the agenda items that required the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information. None were raised.

24.229 PUBLIC PARTICIPATION SESSION

a) To convene a public participation session to allow members of the public to make representation on the business of the agenda for the meeting.

Three members of the public took part in public participation:

- 1) MOP 1: Raised an issue in the minutes of the previous meeting (27th February 2024 minute reference 24.202) bills for payment stating that they contained an error of £10,000 and that the list of payments should accompany the minutes of the meeting that approved the payments. A matter was raised relating to the previous minutes min reference 24.198 relating to the previous Clerk. It was stated that the MOP was in correspondence with the Clerk regarding financial matters, and that the reason for the Clerk leaving was not due to the member of the public.
- 2) MOP2: Raised a matter relating to the planned Pavilion toilet, querying who would be responsible for maintaining it. The proposal for the purchase of the projector was queried in relation to other options considered for example a 96inch UHD TV as opposed to a projector.
- 3) MOP 3: Raised a matter relating to the Bowls Club proposed expenditure (min 24.237). It was questioned if the Bowls Club would consider the facility for multi-use purposes for example the Youth Club and that it would fulfil objective 7. It was suggested that it would have been prudent to wait until the lease had been agreed. It was queried why funding would be given to a private club.

b) To consider urgent village matters not previously raised.

Three members of the public raised urgent matters:

- 1) MOP 1: Hadleigh Park Car Park Refurbishment – It was stated that there was no health and safety in place, the area had not been cordoned off, soil had been removed by children and there was no signage in place. It was queried what had the Parish Council done in respect of health and safety.
- 2) MOP 2: Hadleigh Park Car Park Refurbishment – It was queried by five residents why the original proposal was discounted. The Chair responded that this matter had been agreed at the last Council meeting.
- 3) MOP 3: Leases – It was queried if the parish council had carried out a valuation, condition survey report and business case and consultation with the electorate in accordance with the Financial Regulations.

24.230 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Verbal reports were received from the District and County Councillor.

County Cllr Bruce Laughton provided an update:

- East Midlands Combined County Authority – Had attended the inaugural meeting. The mayoral elections were due to take place in May and the public were encouraged to take part. £750m had been invested in Derby and Nottinghamshire on transport and this would be the second largest mayoral combined authority in the country. All funding would be provided by Central Government and it would not cost the taxpayer a penny.
- Youth Council – A petition on behalf of the Youth Council of Farnsfield was handed to the County Council last week. The authority had yet to respond to it.

District Councillor Maurice Shakeshaft provided an update:

- Mayoral Elections – It was added that this included voting for the Police and Crime Commissioner. The public were encouraged to vote.
- Southwell Leisure Centre Swimming Pool – A petition of 2,500 signatures was submitted to the District Council who had agreed to fund a new swimming pool on the condition that the existing ownership would be transferred to the Council. A response was awaited from the Southwell Trustees and the result of consultation was also awaited from the Charity Commission. It was understood that the Trustees were currently split in terms of their decision. The investment from the District Council would be in the region of £5.5m if it went ahead and it would be a part of a Leisure Centre complex.

The Chair thanked the councillors for their reports.

24.231 CORRESPONDENCE RECEIVED

It was reported that some correspondence regarding street collection and food banks had been previously circulated. This was noted by members.

24.232 APPOINTMENT OF INTERNAL AUDITOR

The council was requested to consider the appointment of the internal auditor for the financial year-ending 31st March 2024. Due to the tight timeframes for the completion of the year-end accounts, internal audit and approval of the AGAR, the Clerk suggested that the council consider delegating this matter to the Locum RFO. It was noted that the internal audit fee for the last financial year was in the region of £100.00.

RESOLVED:

- 1) That the Locum RFO be delegated responsibility to engage an internal auditor for the financial year-ending 31st March 2024 following a quotations process and securing best value for money.
(7 in favour; 1 against)

24.233 COMMITTEE UPDATES

Members received and considered reports from Chairs of the Committees which met in February 2024 – March 2024.

- Finance & Governance Committee – A meeting was convened on the 12th March. The purchase of an additional laptop for the use of the Clerk/RFO was agreed due to the split role. Financial Reporting was also considered. Expenditure up to £100.00 on a community transport survey was agreed and the allotment water bill was authorised.
- Facilities & Environment Committee – Had met on the 13th February. Lady Goodwin Play equipment: A meeting was held with Newark and Sherwood District Council who confirmed that this was an insurance report and not a point for discussion. The decision was for the Parish Council. The Gas Bill was due for renewal on the 3rd March 2024 however this had been auto-renewed based on April 2023 pricing which could have resulted in a loss of £1,800. The contract had been renegotiated with the brokers and a new contract was in place with a new supplier, namely British Gas. Contracts should be in place in the name of the Clerk and not an individual councillor. The hire charges for the village centre are due to be reviewed in April. The district council had offered support for litter picking and street cleansing. They had offered to install two bins, one outside the Inspiration Charity Shop and one outside the Village Centre. Hadleigh Car Park refurbishment was to include extra spaces on the side of the car park.
- Planning and Licensing – A meeting was convened last week and one planning application was considered for comment.

24.234 **FINANCE MATTERS**

Members considered the payment schedule which was tabled. The Locum Clerk read out a list of additional invoices for payment that had arrived since the list had been created by the Locum RFO. Members noted that a quarterly financial monitoring report was unavailable due to the year-end and the recent changeover to the new Locum RFO.

	Ref	Payee	Description	Net	VAT	Total
1	DD	BT	Phone, Broadband, Mobile	£65.29	£13.05	£78.34
2	DD	Hugo Fox	Web page	£19.99	£4.00	£23.99
3	DD	British Gas	VC Gas	£246.90	£12.34	£259.24
4	DD	Eon	Pavilion Electric	£249.52	£12.48	£262.00
5	DD	Eon	Wilsons Electric	£189.52	£9.48	£199.00
6	DD	Eon	VC Electric	£516.19	£25.81	£542.00
7	Trans	FPCC	Donation for Clock	£300.00	£0.00	£300.00
8	Trans	NALC	Training Course	£43.37	£8.67	£52.04
9	Trans	Unwin Print	Farnie Printing	£210.00	£0.00	£210.00
10	Trans	AGE UK	Benches (part inv)	£237.50	£47.50	£285.00
11	Trans	Innovate	VC Ridge Tile	£90.00	£0.00	£90.00
12	Trans	Newark & Sherwood DC	Election Costs	£4,301.15	£860.23	£5,161.38
13	Trans	J Whittlestone	Saniflow Repair	£58.00	£11.60	£69.60
14	Trans	NALC	Annual subscription	£694.28	£0.00	£694.28
15	Trans	Parish Online	Annual subscription	£75.00	£15.00	£90.00
16	SO	David Mills	VC Window Cleaning	£30.00	£0.00	£30.00
17	Trans	Hallmaster Ltd	1 Year Booking License	£220.84	£44.16	£265.00
18	Trans	Via EastMidlands	Hadleigh Park Plans	£2,340.25	£468.05	£2,808.30
19	DD	Zest Group	Microsoft Support Package	£121.50	£24.30	£145.80
20	Trans	GMS Marketing	Cleaning Materials	£91.40	£18.28	£109.68
21	Trans	Handicentre	Brackets, Ballast and Cement	£19.88	£3.98	£23.86
22	DD	BT	Phone, Broadband, Mobile	£65.29	£13.05	£78.34
23	Trans	Newark & Sherwood DC	Core Ground Contract	£2,174.00	£434.80	£2,608.80
24	Trans	Newark & Sherwood DC	Acres Football Pitch	£400.00	£80.00	£480.00
25	Trans	Newark & Sherwood DC	Small Works Contract	£640.00	£128.00	£768.00
26	Trans	Naturescape Wildflowers	Reynolds Field Wild Meadow Mix	£40.19	£8.04	£48.23
					TOTAL	£15,682.88

*Trans 7 - Confirmed that this relates to funding for repairs to a clock and not a donation;

*Trans 24 relates to training

Invoices Tabled						
27	Trans	Unwin Print	x500 A4 leaflets-Comm Trans	£98.00	£0.00	£98.00
28	Trans	Bramley Publications Ltd	The Farnie - leaflets delivery	£54.00	£10.80	£64.80
29	Trans	Nottinghamshire Fire Safety Ltd	Fire exting'cert & x2 fire extinguishers replaced	£213.48	£42.69	£256.17
30	Trans	National Grid Elec Distribution	Installation of isolation switch	£276.43	£55.29	£331.72
					TOTAL	£750.69

RESOLVED:

- 1) That the payments schedule as presented above including the additional payments tabled at the meeting be authorised for payment and that the regular payments on a direct debit and standing order arrangement be noted for reporting purposes.

24.235 ANNUAL PARISH & ANNUAL COUNCIL MEETINGS

The dates for the Annual Parish meeting scheduled for 14th May and the Annual Council meeting scheduled for 21st May were noted.

24.236 SECTION 106 EXPENDITURE

Members received an update relating to the S106 expenditure. The Chairman provided an overview of the criteria which related to the Miller expenditure.

24.237 PROPOSED EXPENDITURE – SECTION 106

To consider recommendations, decide and authorise expenditure on proposed Bellway projects (FC237R):

The notes from the meeting of the S106 Bellway Working Party held on the 05th March 2024 were circulated with the agenda with a summary of the proposed expenditure that had been recommended for formal council consideration and approval at this meeting.

a) Village Centre: Solar Panels and Audio-visual facility (FC237VC)

- Solar Panels – A detailed S106 grant form and four quotations had been circulated to members. The project proposal was to add Solar Photo Voltaic (PV) panels to the west/southwest-facing main roof of the Village Centre to feed into batteries and ultimately the VC itself. The objective was to reduce the need for grid imported electrical energy and have a more ecologically sound VC operation. The quote included the installation and associated costs for 20 panels, each capable of generating 435W as an array on the roof. This would be configured to feed a 3-phase inverter which would feed the battery storage and the electrical grid. The electricity would be generated when the sun is shining to charge the batteries and when not generating the facility would run from batteries until depleted and the VC would then run from the grid to the mains. Two suppliers which had submitted quotes had carried out site visits. It was recommended that supplier one be authorised due to being the lowest quote. The panels and batteries would be delivered in 4-8 weeks and installation would take around 1-2 weeks (total of 10 weeks maximum).
- Audio Visual Facility – A detailed S106 grant form and two quotations had been circulated. The proposal was to provide an audio-visual system in the lower hall to enable users to have access to a static projector and sound system. This would allow user groups to link personal computers to a central system via a wireless Barco dongle. Three companies had been approached and two companies had carried out a site visit and submitted quotes. A detailed brief had been provided to the companies who had offered different solutions however the total costings were not dissimilar. Several local groups had expressed an interest in the AV system. The delivery of the equipment and installation would be completed in two weeks.

RESOLVED:

- 1) That the quote from GB Solar for the purchase and installation of 20 solar panels for the Village Centre at a cost of £17,330.40 (including £2,888.40 VAT) be authorised and that the costs be met from the S106 funding.

- 2) That based on the estimate from Sonic Vision of £7,895.77 + VAT, totalling £9,474.92, less a 3rd party contribution of £2,300, £7,174.92 be awarded for purchase and installation of the AV system at the Village Centre and that the cost be met from the S106 funding.

b) Bowls Club: Refurbishment (FC237B)

A detailed S106 grant form and three quotations had been circulated. The proposal was to refurbish the Clubhouse to replace the existing windows and recladding the exterior. This would include new soffits, fascias, gutters and rainwater goods. A new roof had been considered however the costs were high therefore it would be considered as a future project for the club. It was recommended to go with the supplier that had submitted the lowest quote and was a local company. It was anticipated that the work would take place around Autumn 2024.

RESOLVED:

- 1) That a grant of £32,240 be awarded to Farnsfield Bowls Club towards the Clubhouse refurbishment based on the accepted quote from Eagle Building Specialists Ltd of £35,200 + VAT, and 3rd Party support of £10,000. The grant to be awarded from the S106 funding.

c) Tennis Club: Gates, inclusive equipment and hardstanding (FC237T)

A detailed S106 grant form and two quotations had been circulated. The proposal was to:

- Replace the gate near the mini-tennis court and put a sliding gate on the mini tennis court to enable easy access when coaching sessions are in place.
- Improve the surface of the parking area at the entrance from the public road and include a disabled parking bay.
- Purchase equipment to support the development of tennis for adults and juniors with learning and physical needs.

It was anticipated that the work could be delivered within two months of an award date.

RESOLVED:

- 1) That a grant of £4,978 be awarded to Farnsfield Tennis Club towards the tennis club gates, hardstanding and purchase of equipment based on the accepted quote from Charles Veysey (£1,000 gates; £3,000 hard standing area) and Zsig Sports totalling £978.00. The grant to be awarded from the S106 funding.

(6 in favour; Cllrs Healy and Joyce Shakeshaft abstained)

d) Pavilion: Toilet and Sign (FC237P)

- Pavilion Toilet - A detailed S106 grant form and quotation had been circulated. The quote was from a supplier that had bid for work as part of a recent tendering process. The proposal was to convert the referee changing room into a WC accessed from outside. New wash basin and toilet to be fitted in the referee room and connected to the existing plumbing. A new external doorway will be cut and installed with new lintels into the gable end with a steel security door. Redecoration will be undertaken throughout. The work would allow the referee changing room and toilet to be used by football team referees, and, when the internal door is locked by a keyholder, to be used by the public and residents as a WC facility at the Acres.
- Sign – A detailed S106 grant form and two quotations had been circulated. The proposal was to provide signage for Farnsfield Villa Football Club on the building displaying contact details for the Club and the Parish Council. The Pavilion was

located on the football field at the Acres in a remote area therefore required advertisement of the presence of the Club particularly to visiting teams and spectators.

RESOLVED:

- 1) That the quote of £4,850 (ex VAT) from Eagle Building Specialists Ltd towards the Pavilion toilet project be authorised and that the costs be met from the S106 funding.
- 2) That the quote of £243.16 + VAT totalling £291.79 from Kingfisher Signs towards the signage at the Acres be authorised and that the costs be met from the S106 funding.

24.238 UPDATES FROM WORKING PARTIES

To receive updates from various working parties and to resolve any further actions.

a) Tackling Loneliness in the Community (TLC)

The working party had met on 12th March. Welcoming Spaces are running most days of the week with details to appear in the Farnie. It was suggested that a village directory be considered. The survey for Community Transport is now available on-line and hard copies made available by delivery and in various venues. Replies can be dropped off at the Library or Pharmacy.

b) Youth

A petition was put together and has been submitted to the County Council concerning provision of a late night bus service. Work is being undertaken with the Local History Society on a village trail. The second phase of the Skate Park graffiti project is taking place on the 22nd April for design (weather dependent) and should go ahead.

c) Access to Recreation (A2R)

The A2R working party had been focussed on the Hadleigh Car Park extension particularly because of time constraints on funding, but now planned to continue to research wider aspects of access.

d) Budget and Policy Planning (BPP)

The group was requested by the council to take a look at the correspondence sent to the previous Parish Clerk and was due to meet.

24.239 CASUAL VACANCY – CO-OPTION

The council was asked to consider co-option of a candidate to fill in the casual vacancy on the parish council. One application had been received and considered by members. Members proceeded to a vote for the co-option.

RESOLVED:

- 1) That Lindsay Biro-Moore be co-opted as a member of Farnsfield Parish Council to fill in the casual vacancy.

**The Standing Orders were suspended temporarily and re-instated to allow Lindsay Biro-Moore to sign the declaration of acceptance of office and take part in the remainder of the meeting.*

24.240 WORKING PARTY MEMBERSHIP

The council was requested to consider proposed changes to the membership of the A2R working party (FC240). It was noted that the current membership comprised Cllr Sarre (lead), Cllr Healy, Cllr Cracknell and Cllr Thompson with a member of the public David Austin, and Ian Boothroyd as advisor.

RESOLVED:

- 1) That the following changes be agreed to the A2R working party:
 - David Austin to step down from membership and become an advisor
 - Jenny Frost to become a full member of the working party
 - Julie Butler to become a full member of the working party

24.241 ENVIRONMENTAL & BIODIVERSITY POLICY & ACTION PLAN

The council considered adopting the proposed Environment and Biodiversity Policy that was circulated with the agenda.

RESOLVED:

- 1) That the Environment and Biodiversity Policy be adopted by the Parish Council.

24.242 BANKING SIGNATORIES

The council was requested to review the banking signatories and administrator access for the four bank accounts held by the council and to appoint new signatories and agree procedures for dual authorisation. The review was required following the recent changes to council administration and in accordance with Financial Regulation 5. The Locum Clerk informed members that it was understood that the Unity Bank Account required dual authorisation and currently comprised of the previous Clerk who could set-up a payment but not authorise, and Cllr Maurice Shakeshaft who could authorise a payment but could not set one up. Members were advised to appoint additional signatories and to consider business continuity measures. It was recommended that the signatories be added to all four bank accounts.

RESOLVED:

- 1) That the following changes be implemented to the bank mandate for all four bank accounts (Unity Trust; Nationwide Building; Mansfield Building; Cambridge) held by the council:
 - a) Judith Alock (Locum RFO) be added as a signatory and authorisation granted to setting up a payment transaction only
 - b) Cllr Joyce Shakeshaft be added as a signatory to set up a payment transaction in the absence of the RFO for business continuity purposes (but cannot authorise a payment)
 - c) Cllrs Sally Savage and John Cracknell be added as a signatories to authorise payment transactions.
 - d) Cllr Maurice Shakeshaft to continue on the bank mandate to authorise payment transactions.

Cllr Maurice Shakeshaft volunteered to take responsibility to implement the above changes.

24.243 CORPORATE CHARGE CARD

Members were asked to consider the authorisation and application for a corporate charge card to be issued by Unity Bank (current account) in accordance with the requirements of Financial Regulation 6.20. It was recommended that any purchases be restricted to items that cannot be purchased via the normal ordering process. Following advice from the Locum Clerk, members considered a credit limit between £2,000 to £3,000 depending on what the limit could be agreed by the bank. Cllr Maurice Shakeshaft confirmed that the card would be a named card for an office-holder. Consideration was given to the card being issued to the Locum RFO and members were advised that the Financial Regulations would require updating if they were to proceed on this basis.

Cllr Maurice Shakeshaft volunteered to take responsibility to implement the resolution for the charge-card and to submit an application form to Unity Trust Bank.

RESOLVED:

- 1) That an application for a credit charge card for the Unity Trust bank account be authorised in the name of the Locum Clerk Safia Kauser and subject to a limit of £2,000 to £3,000 dependent on the amount allowable by the bank.

24.244 CLERK'S MOBILE

Members were requested to consider the purchase of a replacement mobile handset for the Clerk. The current handset was unreliable and required upgrading. It could no longer accept software updates from the provider due to its age. It was recommended that a budget of £70.00 be approved for a Motorola pay-as-you-go handset.

RESOLVED:

- 1) That the Locum Clerk be authorised to purchase a replacement pay-as-you-go Motorola handset up to a maximum limit of £70.00.

24.245 ITEMS FOR DISCUSSION AT A FUTURE MEETING

To notify the Clerk of any agenda items for inclusion at a future meeting.

None declared.

24.246 DATE OF NEXT MEETING

The date of the next meeting scheduled for Tuesday 23rd April 2024 at 7.00pm in the Lower Hall, Village Centre was noted by members.

There being no further business, the Chair closed the meeting at 9.00pm.

These draft minutes were approved as a true record of the meeting and were signed by the Chair.

Signed (Chair): **Dated:**

**The copy signed by the Chair to include any alterations, recorded in long-hand of the changes agreed by the meeting, with the changes signed and dated. Loose leaf pages to be initialled*