



# Balderton Parish Council Full Council Meeting

## Minutes of the meeting held on Wednesday 8<sup>th</sup> November 2023 at 7pm

### Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Jane Buxton (Chairman), Mandie Elson, Simon Forde, Jean Hall (Vice Chairman), Mac Mallard, Leigh Marshall, Debbie Moore

**County/District Councillors:** Keith Girling (County), John Lee (County/District), Emma Oldham (District), Sam Smith (County)

**Parish Clerk:** Marion Fox Goddard

**Public:** 6 residents joined the meeting

### 1. Declarations to record the meeting

The clerk recorded the meeting.

### 2. Apologies for absence

Karen Callingham, Roy Fairbairn, Joy Sellars, Ronnie White

### 3. Declarations of interest

Simon Forde and Jean Hall – District Councillors

### 4. Public forum

A resident enquired about the recently announced successful Safer Streets funding application, citing a local media report which led to the question how much would be spent in Balderton and would it benefit all residents. Cllr Buxton detailed that Balderton will get £150,000 to spend over 2 years. The criteria for bids were mainly around tackling antisocial behaviour in hotspots with provision of CCTV for Heron Way car park, additional measures around the lake, additional CCTV for on the playing field, a youth shelter and Neighbourhood Watch.

### 5. Approval of the minutes of the Full Parish Council meeting October 4<sup>th</sup> 2023

The minutes were unanimously approved as an accurate record and Councillor Buxton duly signed them.

### 6. Reports from County and District councillors

County Councillor Girling reported on National Tree week; NCC encouraging electrical goods recycling, the deadline for school applications being soon, asking for applicants to always make 3 choices; his work in his armed forces champion role and NCC's moratorium on solar farms. County Councillor Smith – reported on having used some of his divisional fund to support a local stroke group; NCC councillors planning to ask residents what they want for NCC's part of the land behind Highfields School; having reported a missing drain cover on Wolfit Avenue; a dangerous pothole having been fixed on Macaulay Drive; the clearance of tree roots from drains at The Paddocks which is hoped will stop rainwater pooling on London Road and work being scheduled to cut weeds down at the allotments behind St. Giles Church Hall.

JAB

County Councillor Lee – in addition to his written report in the agenda pack, had received reports regarding dog poo in Balderton so inspectors have been out and they will be putting up more signage including information about fines; and his walkabouts.

**7. Co-option of two parish councillors**

The council agreed the co-option process that was proposed in the agenda pack but added that candidates should also be asked to make a short statement at the December full council meeting. The clerk clarified that each appointment should be achieved by an absolute majority and that notices to invite residents to put themselves forward will be arranged this week.

**8. Declaration of a parish council vacancy**

Following the resignation of Kath Desborough, it was confirmed Balderton Parish Council has a third vacancy and that the clerk would follow the casual vacancy process.

**9. General Power of Competence: Confirmation that the council meets the eligibility criteria to exercise the General Power of Competence and adoption of the power**

The council unanimously resolved to adopt the General Power of Competence as the parish council meets the eligibility criteria for this.

**10. Committees, subcommittees and working groups of Balderton Parish Council**

The council unanimously agreed to the proposal for committees, subcommittees and working groups for the council and their terms of reference<sup>1</sup>.

**11. Civility and Respect Pledge**

The council unanimously agreed to sign the Civility and Respect Pledge and adopt Dignity at Work and Equality and Diversity policies. Councillors to email the clerk to let her know which courses they would like to be signed up for by the end of November.

**12. Council website**

The council unanimously agreed to use the Hugo Fox bronze package for the council's website. The council also unanimously agreed to introduce a council Facebook page as detailed in the proposed Communication and Engagement Policy covered in item 13.

**13. Adoption of policies**

The council unanimously agreed to adopt the following policies:

- a. Communications and Engagement Policy
- b. Complaints Procedure
- c. Vexatious Communications and Complaints Policy.

**14. Representation on external bodies**

- a. Newark Health Consultative Group – Cllrs Buxton, Callingham, Elson and Mallard expressed interest in attending these meetings. Clerk to check how many representatives can attend.
- b. Town Board – Cllr Forde expressed an interest. It was agreed that he would contact Cllr White regarding how to proceed.

**15. Flood officers and sandbag provision update**

Cllrs Buxton and Elson will be the nominated flood officers although other councillors said they would help if an emergency were to occur. County Cllr Smith said he would look into NCC's position on sandbag provision and feedback to Balderton Parish Council.

**16. Financial statements approval**

- a. The council unanimously accepted the following reports:
  - i. Income/expenditure for September and bank balances.

<sup>1</sup> Terms of reference for the working groups will be brought to the next full council meeting for agreement.

- ii. Expenditure transactions for September.
- b. The council unanimously agreed to add the clerk to the online management of the Lloyds bank accounts and order her a debit card.
- c. The council unanimously agreed to purchase:
  - i. Desks for office
  - ii. Noticeboard for foyer
  - iii. Mobile noticeboard for porch (for agendas/minutes)
  - iv. Dog bins (without logo)
  - v. Network-attached storage device
  - vi. Laptop
  - vii. Upgrade to office 365
  - viii. Bulbs to be planted to mark the 100 year anniversary of Coronation Street Park/130 year anniversary of Balderton Parish Council for planting (200 native bulbs, total cost £288)
  - ix. Keys and fobs (regular users – Balderton Village Centre)
- c. The council deferred the decision on:
  - x. Planter for local school
- d. Disposal of old tables and chairs  
The council agreed to dispose of tables and chairs which are not used. (Clerk to double check with Head groundsman first and look for an organisation to reuse them).

#### **17. Grant application – John Hunt School**

The council unanimously agreed to award £500 under LGA 1972, S 137. *Clerk to review grant application/policy and bring proposed revisions to the December meeting along with budgetary information on grants for 2023/4.*

#### **18. Minutes from committees/subcommittees**

- a. The council noted the following minutes:
  - i. Allotment Sub Committee held on October 4th 2023
  - ii. Amenities Committee held on October 18th 2023
  - iii. Planning Committee held on October 26th 2023
- b. The council considered the recommendations of the Amenities Committee and unanimously made the following decisions:
  - i. To replace dog bins when needed and to make budgetary provision for this each year.
  - ii. To post notices in the noticeboard to encourage drivers to park in Heron Way carpark and raise the issue of cars parked on the bend of Rowan Way with the angling club.
  - iii. To shelve the Jubilee clock project, divert grant money received to another project such as the millennium clock.
  - iv. To find funding other than precept to cover the cost of a new Millennium Clock.

#### **19. 2024 Fete**

The council agreed to arrange a working group meeting which could bring a proposal to full council in due course.

#### **20. Office Christmas Closure**

The council unanimously agreed to close the office from December 22<sup>nd</sup> 2023 to January 1<sup>st</sup> 2024 inclusive.

#### **21. Correspondence**

- a. Email from County Councillor Smith regarding the suggestion of a blue plaque on Old Hall, Main Street – Cllr Elson will investigate this. Cllr Smith offered to pay for it, should a plaque be possible.
- b. Email regarding £1 million defibrillator fund being open for applications – noted. The council had assessed the number of defibrillators previously and the number of them is sufficient.
- c. Email regarding D-day 2024 – the council agreed to refer this to the Amenities Committee to investigate.
- d. Thank you letter received from 1st Balderton Boys Brigade Company and Girls' Association – noted.

*JAB*  
13/12/23

**22. Items for inclusion on a future agenda**

- a. A suggestion to purchase of mapping software. Clerk to bring quotes to a future meeting so the council can consider this.

**EXEMPT ITEM**

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

The Council unanimously agreed to close the meeting to the press and public.

**23. Complaint**

The clerk briefed the council on a complaint that has been received.

**24. Personnel update**

The clerk gave the council an update on personnel matters.

**25. Potential handover of common land**

The council agreed to express an interest in the offer. The clerk will ask for further information and obtain an indicative legal fee quote.

Meeting closed at 9.30pm

**Future parish council meetings – open to the public**

- Amenities Committee Meeting: Wednesday 29<sup>th</sup> November, 7pm
- Full Council Meeting: Wednesday 13<sup>th</sup> December, 7pm

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