



# Balderton Parish Council Full Council Meeting

Minutes of the meeting held on Wednesday 13<sup>th</sup> December 2023 at 7pm

## Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Jane Buxton (Chairman), Karen Callingham, Mandie Elson, Roy Fairbairn, Jean Hall (Vice Chairman), Leigh Marshall, Joy Sellars +<sup>1</sup> Ronalie Bright, Martyn Cox, Dean Scott

**Parish Clerk:** Marion Fox Goddard

**Public:** 12 residents joined the meeting

### 1. Declarations to record the meeting

The clerk recorded the meeting.

### 2. Apologies for absence

Parish Councillors: Simon Forde, Mac Mallard, Debbie Moore, Ronnie White  
District/County Councillors: Johnno Lee, Emma Oldham

### 3. Declarations of interest

Vanessa Bracegirdle – item 10, related to one of the candidates for co-option. Jean Hall – District Councillor.

### 4. Public forum

A resident, accompanied by their neighbours who shared the same issue, raised concerns regarding parking on Main Street Balderton. This is not something the parish council has powers to resolve but it was recommended that planning enforcement at N&SDC<sup>2</sup>, NCC<sup>3</sup> and local NCC councillors are contacted directly to see what can be done to help with this issue. District Councillor Jean Hall is aware of the issue and will try to help.

### 5. Nottinghamshire Police's Girls and Women Empowerment network (GWEN) – item deferred to a future meeting.

### 6. Approval of the minutes of the Full Parish Council meeting November 8<sup>th</sup>, 2023

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

### 7. Reports from County and District councillors/Discussion regarding flooding on London Road – none present.

<sup>1</sup> See item 10 - Co-option of 3 new councillors.

<sup>2</sup> Newark and Sherwood District Council.

<sup>3</sup> Nottinghamshire County Council

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*County/district Councillor Lee* – written report provided after the agenda pack was published. This had been distributed to the parish councillors before the meeting. No specific updates regarding Balderton; confirmation of Cllr Lee’s commitment to address issues in Balderton.

*District Councillor Oldham* – written report provided after the agenda pack was published. N&SDC have now added three more bins between the junction of London Road and Fairfield Avenue to help tackle some of the reported litter issues. The district council has unveiled new plans and illustrations with Newark Town Council for Sherwood Avenue Park. Plans can be viewed on NSDC’s website. There will be an online survey in January regarding this.

Flooding issue on London Road – Discussion deferred to next meeting.<sup>4</sup>

**8. Parish Councillor Reports**

*Councillor Buxton* – had represented the parish council at the St Giles Church Service and Air Museum on Remembrance Sunday, and attended 2 Safer Streets 5 meetings, Grievance and Disciplinary training, Newark Health Consultative Group, and a Nottinghamshire Association of Local Councils meeting.

*Cllr Callingham* - had attended the St Giles Church Service for Remembrance Sunday, NHS Listening evening regarding the urgent care centre, the methodist church History of Balderton presentation and the local MP’s and Crime Commissioner’s meeting about Crime in the area. Has also been liaising with the local district councillors regarding litter in the parish.

*Cllr Bracegirdle* - had attended Closed Churchyard training and the Remembrance Sunday Service.

*Cllr Marshall* – had been working on his Community Champion role.

*Cllr Fairbairn* - had attended allotment training sessions, had discussions with allotment holders and reported some potholes.

*Cllr Elson* - had attended the Remembrance Sunday Service, NHS Listening event and the methodist church History of Balderton presentation. Investigations regarding a blue plaque commemorating Frank Whittle are going well; applications do not open until summer 2024 so this is on hold until then. She had also planted 1000 bulbs on the playing field with her partner on behalf of the parish council.

*Cllr Hall* – Gave an overview of issues that she and Cllr Forde have been working on (detailed in Cllr Forde report in agenda pack).

**9. Clerk’s report**

Safer Streets 5	Meeting fortnightly with N&SDC and other partners included on this bid to ensure delivery within the required timescales. See item 15b – expenditure. The police are currently looking for alternative youth shelter(s). We will need to apply for a lawful development certificate before we install these. Officers at N&SDC are working on improving the CCTV at our sites: Coronation Street Playing field and Balderton Lake (including Heron Way car park as there has been antisocial behaviour there).
Grant application John Hunt School	Last month, the school had requested funding which the council approved. They have since withdrawn their application as the item they were going to buy with the funding has sold out.
Dog bins	Replacement dog bins are on order. Via have received the application for permission to install a new bin on Staple Lane and have indicated we should receive feedback this month.
Amenities Committee	The Amenities Committee Clerk’s report contains update on most of the projects that staff have been working on this month.

<sup>4</sup> District and Couty Councillros are aware of the issue and steps are being taken to address the flooding.

Administration/Management	<p>Since the last meeting we have joined NALC courses on: Allotment Management, Grievance and Disciplinary Procedures, Internal Controls, Managing Closed Burial Grounds, The Role of Internal Audit.</p> <p>The Remembrance parade went well on November 12<sup>th</sup>, and we have had a debrief to ensure the smooth administration of this next year.</p> <p>I am continuing to review processes and policies. See items 13 and 15.</p>
Facebook page and website	A new Balderton Parish Council Facebook page has been launched. It is hoped the website will go live w/c 18/12/23.

### 10. Co-option of three parish councillors

Cllr Bracegirdle declared an interest so moved to the public seating area for this item. The clerk explained that an election was not called following the resignation declared at the November full council meeting and that advice had been sought regarding co-opting for all 3 vacancies at this meeting. Ronalie Bright, Dean Scott, and Martyn Cox spoke to attendees about why they had put themselves forward to be co-opted. A private vote was taken on whether to co-opt Ronalie Bright, Dean Scott, and Martyn Cox. It was unanimously agreed to co-opt them.

### 11. Acceptance of office

Ronalie Bright, Dean Scott, and Martyn Cox duly signed their declaration of office forms and the clerk signed to witness them. Forms were given to the new councillors to complete, and they joined the meeting to consider the remainder of the business on the agenda.

### 12. Election of members of the Personnel and Policy Committee

Cllrs, Buxton, Cox, Elson, Fairbairn, and Hall put themselves forward to be committee members. These members were unanimously elected to sit on the committee. The clerk will add this to the January agenda so the remainder of positions can be filled.

### 13. Adoption of policies

The council unanimously agreed to adopt the following policies:

- a. General Data Protection Regulations documentation
  - i. General Privacy Notice
  - ii. Privacy Notice for staff, councillors, and role holders
  - iii. Subject Access Requests Policy
  - iv. Personal Data Retention Schedule
- b. Freedom of Information and publication scheme
- c. Disclosure log criteria
- d. Standing orders (revised)
- e. Grants Policy.
- f. The clerk explained that the national revisions on financial regulations should be available at the end of March 2024 so the council will wait to update/revise its financial regulations.

### 14. Planning

- a. Consideration of planning applications  
(*The chair switched the order of consideration of the last 2 applications*).
  - i. [23/01911/ADV](#) – installation of signage at Grove Public House 53 London Road, Balderton – Application unanimously supported.

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- ii. [23/01957/HOUSE](#) - Removal of rear conservatory and erect single storey rear extension (Retrospective) at 68 Hawton Lane, Balderton – One councillor supported this application; the remainder had no comments.
  - iv. [23/02129/HOUSE](#) - Proposed single storey side extension and internal remodelling, 16 Tennyson Road Balderton – Application unanimously supported.
  - iii. [23/01913/FUL](#) - Battery Energy Storage System (BESS) including ancillary works and access arrangements, Land at The Scrapyard Bowbridge Lane Balderton – one councillor abstained; the remainder supported the application but agreed comments should be added to the response regarding traffic impact and the HGV turning area.
- b. Decisions made by Newark and Sherwood District Council (noted):
- i. [23/01815/TELNOT](#) – Notification of installation of a 9m wooden pole, Haddon Drive, Balderton – noted by the planning authority with no conditions applied.
  - ii. [23/01866/TELNOT](#) - Notification of installation of 1no 9m light wooden pole, Masefield Crescent, Balderton - noted by the planning authority with no conditions applied.
  - iii. [23/00621/RMA](#) - Submission of reserved matters (layout and appearance) for Phase 1 of 19/00854/OUTM comprising a new spine road and enabling works - Grant Reserved Matters
  - iv. [23/01609/HOUSE](#) - Remove existing single storey flat roof garden room to rear elevation and replace with a proposed single storey rear extension. (3 Theresa Court Balderton) - Grant Householder Application
  - v. [23/01144/HOUSE](#) - Single storey front extension (14 Wetsyke Lane, Balderton) - Grant Householder Application

## 15. Financial statements approval

- a. The council unanimously approved the following reports:
  - i. Income/expenditure for October and bank balances.
  - ii. Expenditure transactions for October and November.
- b. The council unanimously agreed for items to be purchased for the Safer Street 5 project (funding from a grant rather than precept). However, they asked that benches with backs are purchased (rather than without). Cllr Sellars suggested buying some life rings and some throw ropes. It was agreed to discuss this with the fire service and if agreeable with them, 3 of each be purchased with a code lock rather than a combination padlock.
- c. National Joint Council for Local Government Services pay agreement 2023/24 – noted.
- d. Finance Review up to 30<sup>th</sup> September 2023 – noted.
- e. Financial Risk Assessment - This was unanimously agreed. The council noted that the Clerk/RFO are reviewing banking arrangements with a view to bringing recommendations to the January meeting.
- f. Conclusion of external audit for the year ended 31 March 2023 – noted. The council noted the clerk's report regarding this.
- g. Internal audit – The council agreed to appoint Dixon Accountancy for 2023/24 and seek a new internal auditor for 2024/25. A letter of engagement will be sent to ensure all aspects are covered.
- h. Consideration of investing some of the council's reserves with CCLA investments – the council agreed to invite a representative from CCLA to talk to the council about what they can offer.

## 16. Consideration of whether to hold a fete in 2024

One member objected and the remainder supported having a fete in 2024.

## 17. Minutes from committees/subcommittees

- a. The council noted the following minutes:
  - i. Amenities Committee held on November 18th, 2023.
- b. The council unanimously agreed to give £250 to each of the following schools to buy items to commemorate the coronation.

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- i. Chuter Ede School and Newark Academy - fruit trees
- ii. John Hunt School - a planter.

Cllr Sellars will liaise with the schools and ask them to provide proof of purchase.

### **18. Correspondence**

- a. Email offering a 'Making your money stretch' course – The council agreed that we should arrange for this free course to be delivered at Balderton Village Centre.
- b. Email regarding Emergency Planning and places of safety – The council agreed to offer Balderton Village Centre to be used as a place of safety in the case of emergencies.

Meeting closed at 8.50pm

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

- Amenities Committee Meeting: Wednesday 10<sup>th</sup> January, 7pm
- Planning Committee Meeting: Monday 15<sup>th</sup> January. 7pm
- Full Council Meeting: Wednesday 24<sup>th</sup> January, 7pm

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*24.1.24.*