



# Balderton Parish Council Full Council Meeting

## Minutes of the meeting held on Wednesday 24<sup>th</sup> January 2024 at 7pm

### Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Ronalie Bright, Jane Buxton (Chair), Karen Callingham, Martyn Cox, Simon Forde, Jean Hall (Vice Chair), Mac Mallard, Leigh Marshall, Debbie Moore (arrived during item 7), Joy Sellars, Dean Scott

**County/District Councillors:** Keith Girling (County), John Lee (County/District)

**Parish Clerk:** Marion Fox Goddard

**Public:** five residents joined the meeting

### 1. Declarations to record the meeting

The clerk recorded the meeting.

### 2. Apologies for absence

Parish Councillors: Mandie Elson, Roy Fairbairn, Ronnie White  
District/County Councillors: Emma Oldham, Sam Smith

### 3. Declarations of interest

Simon Forde and Jean Hall – District Councillors.

### 4. Public forum

Residents raised concerns regarding an application to Newark and Sherwood District Council (N&SDC) for an alcohol licence for Balderton Post Office. Issues raised included: exacerbation of parking issues, antisocial behaviour, road safety. (see item 14)

### 5. Approval of the minutes of the Full Parish Council meeting December 13<sup>th</sup>, 2023

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

*Cllr Buxton brought forward item 14 to before item 6.*

### 14. Premises Licence – Balderton Post Office – Consultation from licensing authority

Cllr Hall declared that as she sits on the licensing committee at N&SDC she would not take any part in the discussion or vote. The following concerns were raised: size of shop and accessibility, parking, traffic issues, potential for crime, antisocial behaviour, no need for another alcohol seller as there are other retail outlets for alcohol close by. The following pros were given: May make post office provision more sustainable/viable.

Vote: Support: 1, Object: 8, Abstain: 1.

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The response to the licensing authority will include the vote numbers, pros/cons, and a note that five residents came to the meeting to raise concerns about the application.

## 6. Reports from County and District councillors/Discussion regarding flooding on London Road

*District/County Councillor Lee* – Via are looking into the cause of flooding on Lowfield Lane and Main Street. It has been agreed with Via and Urban and Civic that there will be access from Staple Lane to the new nature reserve which will replace the Bantycok site. Discussions are underway about how this will be managed going forward (between British Gypsum and N&SDC), but it was indicated they will be on site for another 2 years and may manage the nature reserve for 10-14 years.

*County Councillor Girling* – Had attended meetings with Urban and Civic to try to help improve communications to residents and to address issues raised by their construction, in particular the Southern Relief Road. These meetings will be held regularly to build the relationship between Urban and Civic and local stakeholders to try to solve issues should they arise. Nottinghamshire County Council has introduced a new bus service for £4.20 per day traveller ticket.

Councillor Buxton requested regular updates on flooding from County Councillors.

*District Councillor Hall* – Has attended meetings with Urban and Civic, British Gypsum and has been helping residents who were flooded/without power.

Cllrs Forde and Lee left during item 6. Cllrs Girling and public forum attendees left after item 6.

## 7. Parish Councillor Reports

*Councillor Scott* – had attended NALC<sup>1</sup> new councillor training.

*Councillor Callingham* – had attended NALC new councillor training, the Macmillan Coffee morning, Police Commissioner meeting and the St Giles Carols. Continues to do regular litter picking and reports fly tipping.

*Cllr Bracegirdle* – had reported that fishing peg nineteen needs attention.

*Cllr Mallard* – raised concern regarding parking near the corner of Meadow Way. He will raise this with NCC.

*Cllr Buxton* – had attended the Macmillan Coffee morning, St Giles Carols, Police Commissioner meeting, a Safer Streets meeting, Plough Sunday and two Urban and Civic meetings.

*Cllr Hall* – has been trying to deal with issues with the health centre, a meeting is being arranged. Has been in discussion with St Gobain. Has reported an overflowing dog bin on Catkin Way. (*Clerk to arrange key for Cllr Hall*).

*Cllr Sellars* – had attended Police Commissioner meeting and Plough Sunday.

*Cllr Marshall* – had attended the Macmillan Coffee morning and carol singing at Warwick Court, met with the Community Wellbeing mentor and shared information with residents/councillors.

## 8. Clerk's report

Safer Streets 5	A lawful development certificate application has been sent to Newark and Sherwood District Council (planning) for a youth pod on the playing field (See Item 9b). I have met with officers from N&SDC regarding where lighting and CCTV will be located at Heron Way. We will need to apply for planning permission once the plans have been drawn up from the contractor that N&SDC are consulting with.
Dog bins	Replacement dog bins have been installed at the following locations: Marquis Avenue, Bullpit Road, Mead Way x2, Warwick Road/Macaulay Drive

<sup>1</sup> NALC – Nottinghamshire Association of Local Councils

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	London Road (John Hunt School). The new bin for Staple Lane shall be installed this month. There has been a slight delay as the originally intended site was found to be unsuitable.
Amenities Committee	The Amenities Committee Clerk's report contains update on work at the council's sites – see item 12a.
Administration/Management	BT – internet and phone transfer is underway. We are still awaiting new handsets and the mobile phones.  New server in place and working well.  Councillor induction pack has been delivered to most members at a session on 10/1/24. The remainder will be handed out at full council. New councillor training has been booked for Cllrs Callingham, Moore, and Scott. Councillors are encouraged to select courses from the Civility and Respect Program.  We have sent a letter of engagement to the Internal Auditor and are awaiting a date for them to do an interim audit.
Facebook page and website	The new Balderton Parish Council Facebook seem to be well received and the new website was launched on 18/12/23.
Bank Account Review and Internal Controls	Report deferred to February full council meeting.
Making Your Money Stretch Course	Inspire Adult Learning will deliver a Making your Money Stretch course over three morning sessions in February.

## 9. Finance

- a. The council unanimously approved the following reports:
  - i. Income/expenditure for December bank balances.
  - ii. Expenditure transactions for December.
- b. The council unanimously agreed for a youth pod to be purchased for the Safer Streets 5 project (funding from a grant rather than precept).
- c. The council unanimously agreed to purchase:

Item	£ (excluding VAT)
Worknest Human Resources subscription	1830
Three table racks	1320
Tree assessment	1390
Plumbing work required following Legionella Risk Assessment	900
Printer	2395
Materials required to build storage bays at the allotments	1850
Air conditioning replacement for the main hall	6327

- d. Budget report 2024/2025 and precept request  
The council unanimously agreed to accept the proposed budget and request a precept of £365,620.
- e. East Midlands Councils subscription – the council unanimously agreed to cancel this.
- f. Water at Work Contract and refreshments – the council agreed to consult regarding this; this will be organised by the Personnel and Policy Committee.

## 10. Committee Membership

- a. **Additional members of the Personnel and Policy Committee**  
Councillors Moore and Sellars were unanimously elected on to this committee.
- b. **Additional members of the Planning Committee**  
Councillor Scott was unanimously elected on to this committee.
- c. **Village Hall Sub Committee members**  
Councillor Mallard will continue to serve on this sub-committee.

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**11. Adoption of policies/documents**

The council unanimously agreed to adopt the following policies:

- a. Strategy and action plan
- b. Grievance Policy<sup>2</sup>
- c. Disciplinary Policy
- d. Sickness Absence Policy
- e. Appraisal forms
- f. New allotment agreement

**12. Minutes from committees/subcommittees**

- a. Amenities Committee Minutes held on January 10<sup>th</sup>, 2024 – noted.
- b. Personnel and Policy Minutes held on January 12<sup>th</sup>, 2024 – noted.
- c. Planning Committee Minutes held on January 15<sup>th</sup>, 2024– noted.
- d. The council unanimously agreed to the Amenities Committee's recommendations for Balderton Village Centre:
  - i. Review hire rates and terms and conditions
  - ii. Upgrade to LED lighting this financial year if possible.
  - iii. Upgrade CCTV in 2024/25
  - iv. Invest in a sound system and mounted projector and screen in 2024/25
  - v. Security cover to be based on type of booking rather than booked for every large booking and bouncy castles be allowed in the hall.
- e. The council unanimously agreed to postpone the fete until a future year.

**13. Flood Assistance Offer**

The council unanimously agreed to extend office opening hours during flood warning periods. Notifications to be added to the council's website and Facebook page when flooding is forecast.

**15. Consideration of planning applications**

- a. 23/02210/S73M – Land South of Newark Bowbridge Lane Balderton, Variation of planning condition – no comments.
- b. 23/01913/FUL - Land at The Scrapyard Bowbridge Lane Balderton - Battery Energy Storage System -Revised Ecological Impact Assessment - noted.
- c. 23/02042/HOUSE - 36 Bullpit Road, Balderton - Replace existing pitched garage roof and add render – no comments.

**16. Correspondence**

- a. Email from Newark Town Council regarding a meeting regarding cemetery provision – Cllrs Buxton, Mallard and the clerk will attend.
- b. Email from N&SDC regarding a review of polling districts and polling places – no comments.
- c. Offer from N&SDC to arrange a bike marking session in the Balderton Village Centre carpark – welcomed by the council.
- d. Email from Protect Newark's Green Spaces – clerk to acknowledge the email and direct to comments on the planning portal.
- e. Environment Agency NCEA monitoring network offer to monitor Balderton Lake – unanimously accepted.

**EXEMPT ITEMS**

*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.

<sup>2</sup> Clerk and Councillor Buxton to ensure this reflects the Civility at Work Policy.

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**17. Potential handover of common land**

The council agreed to defer making any decision before conducting a site visit and investigating access to the site.

**18. Personnel considerations**

- a. Staffing Structure – The council unanimously agreed to the proposed staffing structure.

*The clerk left the meeting before item 18b was discussed.*

- b. Clerk's 13-week review – the council unanimously agreed with the recommendations of the personnel committee.

Meeting closed at 10pm

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

- Amenities Committee Meeting: Wednesday 14<sup>th</sup> February, 7pm
- Planning Committee Meeting: Monday 19<sup>th</sup> February. 7pm
- Full Council Meeting: Wednesday 28<sup>th</sup> February, 7pm

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