

Meeting of Farnsfield Parish Council held at 7pm on Tuesday 20th April 2021

The meeting was held over the internet via Microsoft Teams

**Present: Cllrs. Purcicoe (Chairman) Johnson (Vice Chairman), I. Clarke, K. Clarke Dennis, Selby, Puddephatt, Strawson, Westbury and Healy
Vikki Arkell (Clerk & RFO)**

13 members of the public were also present.

21.1 To receive any declarations of intention to record the meeting

No declaration

21.2 To receive any apologies for absence

Cllr Stuart Hazard gave his apologies due a work commitment

21.3 To receive any declarations of interest

Cllr I Clarke – 21.15

- 10 minutes for the public to comment and ask questions about agenda items

No members of the public chose to speak

21.4 To receive the Clerks Report

a. To receive and note correspondence received

- **The Seesaw in Hadleigh Park has broken. Parts and repair are being sourced as quickly as possible.**
- **Some good questions have been received from the public re the ESP. Quite a lot of the questions are similar, so they have been collated and answered. These will be published once the answers are agreed by Council**
- **The Clerk had received a complaint about the speed of traffic down Cotton Mill lane. This has been added to the agenda to be discussed at the facilities committee.**
- **The work by western power at millennium wood has now finished**

b. To update the Council on the progression of works within the parish

- **NCC Rights of Way have informed the Council that they will be carrying out the revetment work on Footpath 1 and will be scheduled soon for completion by NCC. This is the shoring up of the bank that is slipping onto the path next to the lock-up.**

For any works to the historical lias paving which is damaged could need consultation with the conservation/heritage team, at NCC. Cllr Johnson will continue to follow this up

- **The door on the Lock-Up has been refurbished and refitted.**

c. To update on the Village Centre reopening

Very Successful reopening of the Village Centre, still maintaining COVID-19 protocol. All users are being very co-operative.

21.5 To accept the 23rd March 2021 Full Council meeting minutes as accurate

3 amendments were suggested.

Cllr Selby: 20.292. Incorrect reference to the Lion pub, should be the “plough” pub and Cllr Strawsons DOI as mentioned in 20.289 should be 20.296 not 20.286

Cllr Puddephatt suggested a concluding comment to the correspondence regarding the gate at Lady Goodwin park. “Following the ROSPA guidelines, the Council decided to take no action at this time” was added.

With the 3 amendments, the council resolved to accept the minutes as accurate

21.6 To accept the Financial Summary at 31st March 2021 and to note the 20/21 accounts to be audited

The Council accepted the Financial Summary at 31st March 2021 and the Council noted the accounts to be audited. Cllr Johnson to feedback to the Clerk re some questions about the coding within the accounting.

Financial Summary at 31st March 2021/EOY Summary		
Unity Trust opening balance	£130,276.58	
Monthly receipts		
Monthly payments		
Unity Trust closing balance		£125,004.42
Nationwide opening balance	£126,410.65	
Monthly receipts		£16.76
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£337,086.87
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023		£17,310.27
CIL spend by April 2021 (Spend extension April 2022)		£27,551.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)		£14,500.00
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)		£175.00
General Reserve		£91,860.47
Current fund		£0.00
Total of reserves and current fund		£337,086.87

21.7 To approve the following policies/documents:

Farnsfield Parish Councils Health and Safety Policy

The Council resolved to accept the reviewed H&S Policy as presented

Farnsfield Parish Council Volunteer/Safeguarding Policy – VA rewrite

The Council choose to defer this policy for further review

Farnsfield Parish Council Play Space Policy – No edits made to current policy

The Council choose to defer this policy for further review

21.8 To appoint members to the Planning Committee

Cllr K Clarke was appointed to the Planning Committee

21.9 To schedule The Farnsfield Parish Council Annual Meeting

The Council resolved to schedule the ACM on 4th May at 7pm



21.10 To schedule May and June Council and Committee Meetings

The Council resolved to postpone meetings in May and early June whilst a covid safe space and inclusive meetings can be organised. The Council will aim to hold the next Council meeting on 22nd June 2021.

21.11 To discuss/approve the Insurance renewal

The Council resolved to accept the Insurance renewal with Zurich

21.12 To discuss/approve the quotes to paint the metal railings at the Station Lane entrance to Lady Goodwin Park – Cllr Purcicoe to present

The Council resolved to accept the quote for £625 to paint the metal railings at the Station Lane entrance of Lady Goodwin Park.

21.13 To discuss/approve the questionnaire response to NSDC re the Public Space Protection Order (PSPO) in relation to dog controls – Cllr Johnson to present

The recommended response was previous distributed. The only amendment is to Wilsons Field which currently has dog exclusion order which the Council cant enforce on a public footpath.

The Council resolved to approve these responses and the Clerk is to share with NSDC

21.14 To discuss the Access Design Statement from Inspire

The Council approved the draft questions and answers to the questions that had been sent into the ESP email address to be published on the Farnsfield Parish Council Website.

Cllr Westbury asked if the spelling and grammar errors in the report had been corrected and if a new version had been uploaded to the website.

The Clerk said she had received an updated version but it had not been uploaded yet.

Cllr Johnson commented on her disappointment in the quality of the design statement. She felt that the TPO's included in the report are not relevant and the TPO's that are relevant haven't been included. Cllr Johnson also felt SWOT analysis is inconsistent and would like to see more improvements other than just spelling and Grammar.

21.15 Items for future agenda – CIL/S106 Spend, an update on Allotment, Football Goals, and the Treasury Management Strategy Review



Minutes of the Full Council held at 7pm on Tuesday 27th April 2021

The meeting was held over the internet via Microsoft Teams

**Present: Cllrs. Purcicoe (Chairman), Johnson (Vice Chairman), I. Clarke, K. Clarke, Selby, Puddephatt, Strawson, Westbury, Healy and Hazard
Vikki Arkell (Clerk & RFO) and Louis Ashford (Landscape Architect from Ares)
District Cllr Bruce Laughton**

41 members of the public were also present.

21.17 To receive any declarations of intention to record the meeting

No declarations were received

21.18 To receive any apologies for absence

Cllr Dennis – Council accepted his apologies

21.19 To receive any declarations of interest

K Clarke – 21.31

21.20 To consider the draft “master plan” from Inspire

The draft masterplan was presented by Louis Ashford <https://vimeo.com/546907295>

21.21 10 minutes for the public to comment and ask questions about agenda items

A member of the public asked who would be paying for the maintenance costs for elements within the ESP

A member of the public asked if skate England would be consulted when designing and placing the skate park similarly to the Football Federation being consulted on the Pavilion

21.22 Reports from the District Councillor

Cllr Laughton as District Councillor updated the Council on the Junction works on the A614. This work will be going ahead but the planning and funding is taking longer than expected within the department of transport.

21.23 The Clerks Report

Correspondence received

The Clerk outlined that most correspondence was already on the agenda or upon coming agenda. The Clerk also outlined that questions re the ESP are still being received and will be published when answers are agreed by council.

Update the Council on the progression of works within the parish

The railings at Lady Goodwin are in the process of being painted and should be completed in the next couple of days.

Cllr Johnson asked if the Clerk had heard back about the railing at the bottom of Footpath 1 in front of the Lock-Up. The Clerk is chasing the request as it was missed during the handover of the new district manager at VIAEM

21.24 Accepted Committee Minutes:

a. Planning Committee – 8th January

b. Facilities Committee – 16th March

The Council noted the accepted committee minutes

Items to approve

21.25 The 20th of April 2021 Full Council meeting minutes as accurate

The Council resolved to approve the Full Council meeting minutes as accurate

21.26 Bills for payment for April 2021

The Council resolved to approve the bills for payment



Bills For Payment April 2021

Payment to be authorised

Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
PCM20.36.1	Unwin Print	Farnsfield Flyer Printing	£225.00	£0.00	£225.00	4160	
PCM20.261	J.R.ISLIP&SONS	Lock Up Door Restoration	£1,150.00	£230.00	£1,380.00	4470	Village Project EMR
PCM20.36.1	NSDC	Quarterly Playground Inspection	£75.00	£15.00	£90.00	4630	
VA/DP	Rainworth Fencing	Coach Bolts	£7.32	£1.46	£8.78	4660	
PCM20.164	Inspire Design	IDD000918 50% of architect lead design	£1,450.00	£290.00	£1,740.00	4785	CIL
F&R20.72	Microshade	6 month Microshade Software	£192.00	£38.40	£230.40	4220	
PCM21.12	Zurich Municipal	Insurance Policy 21-22	£4,765.87	£571.91	£5,337.78	4150	

Pre Paid Invoices (Credit Card)

VA/DP	Post Office	Postage	£2.06	£0.00	£2.06	4130	
FAC20.89	WoodsideProducts	Bench and Table Fixing Posts	£69.88	£13.98	£83.86	4470	
VA/DP/BW	Tennants Traffic	Road Signage	£92.81	£18.57	£111.38	4470	
FAC20.84	Hallmaster	Hall Booking Software Annual Subscription	£187.00	£37.40	£224.40	4220	
VA/DP	Newark and Sherwood Locksmiths	Padlocks and Keys	£83.33	£16.67	£100.00	4470	

Direct Debits and Standing Orders

PCM20.36.1	EON	Wilson's Field Electricity	£6.37	£0.32	£6.69	4522	
F&P20.34	Zest Group	INV 0207 Monthly 365 Services	£106.30	£21.26	£127.56	4220	
PCM20.36.1	British Gas/Eon	Final Eon Gas Bill	£690.14	£138.03	£828.17	4221	
PCM20.36.1	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660	
PCM20.36.1	ASL	Monthly Copier Charges	£6.24	£1.56	£7.80	4160	Estimated
PCM20.36.1	Eon	Village Centre Electricity	£46.16	£2.31	£48.47	4321	£120 in Credit
PCM20.36.1	Eon	Pavilion Electricity	£15.39	£0.77	£16.16	4321	£8 In Credit
PCM20.36.1	Waterplus	VC Water	Bill not available online				
PCM20.36.1	EON	Eon Unmetered Supply (Street Lights)	£267.32	£13.37	£280.69	4522	
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
PCM20.36.1	PEAC	Quarterly Copier Rental	£101.00	£20.20	£121.20	4160	



21.27 The Asset Register as at April 2021

The Clerk recommended this register be further reviewed after discussing the insurance values further with the insurance company. The Councillors will work with the Clerk to create an accurate asset register

21.28 The Treasury management strategy for 2021/22

The Council resolved to accept the management strategy as presented.

21.29 Virement of funding between budget headings

Following the JPAG Guidance, the Council resolved to move £1,402 previously agreed for the Clerks paid CiLCA learning hours from the training budget heading to the Clerks salary budget heading.

Items to discuss and agree a course of action:

21.30 If the Council will underwrite the costs of an outdoor performance of the Tempest by Folksy Theatre on Thursday 26th August and the management of the event

The Council resolved to underwrite the cost of the outdoor performance

21.31 Grant applications received

The Council resolved to award the grant application from the cricket club for the boundary fence the amount of £7575

Cllr K Clarke abstained from voting - DOI

21.32 Request to reduce costs of hire during examination/non-profit session by SDS

The Council resolved to reduce the costs of hire during the examination period for the SDS to £3.50 per hour. (estimated at 6days x 7 hours)

21.33 If the Council should claim the Lengthman's Grant

The Council resolved to claim the Lengthsmans Grant.

21.34 Items delegated to the Clerk from 27th April

The Council resolved to accept the following delegations to the Clerk.

21.35 CIL/S106 Spend and Budgeting

Cllr Johnson raised the matter of how are we going to spend the £43k of unallocated CIL monies which needs to be spent by April 2022 and asked that Council consider what we will spend it on and how and when we will commission the work as we ought to be making a decision in the next few months? Council have not yet budgeted to spend any of the developer contributions and should consider doing this.

Council agreed that the Clerk would summarise the details of the unclaimed developer contributions (s106 funding) in a short report with the amounts expected, the spend by dates and the specific spend criteria to aid councillors in making spending decisions.

21.36 Items for future Agenda

None raised



Minutes of the Annual Meeting of the Council held at 7pm on Tuesday 4th May 2021

The meeting was held over the internet via Microsoft Teams

Present: Cllrs. Purcicoe, Johnson, I.Clarke, K.Clarke, Dennis, Selby, Puddephatt, Strawson, Westbury, Healy and Hazard

Vikki Arkell (Clerk & RFO)

2 members of the public were present

21.37 To receive any declarations of intention to record the meeting

Cllr Johnson declared she would be recording the meeting

21.38 To receive any apologies for absence

None received – full Attendance

21.39 To receive any declarations of interest

None received

21.40 To elect a Chairman for 21/22

Cllr I Clarke proposed Cllr Purcicoe as chairman, seconded by Cllr Westbury. Cllr Johnson was nominated by Cllr K Clarke and seconded by Cllr Healy. There were no further proposals.

With 6 votes for Cllr Purcicoe and 5 for Cllr Johnson, Cllr Purcicoe was elected as Chairman for 21/22

21.41 To elect a Vice Chairman for 21/22

Cllr Puddephatt proposed Cllr Westbury as Vice Chairman, seconded by Cllr Dennis.

Cllr Johnson was nominated by Cllr K Clarke and seconded by Cllr Healy. There were no further proposals.

With 7 votes for Cllr Westbury and 4 for Cllr Johnson, Cllr Westbury was elected as Vice Chairman for 21/22

21.42 To schedule the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

The Council resolved to continue to schedule ordinary meetings on the 4th Tuesday of every month, except for in August where there will be no meeting and December where the meeting will be in the 3rd Tuesday of the month. The Council meetings will be held in the lower hall of the village centre. The next annual meeting will be scheduled further in the year.

21.43 To discuss/approve the Committees for 21/22

The Council resolved to continue with the same committees as 20/21. Finance and Risk, Facilities, Staffing and Planning

21.44 To discuss/approve the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.

The Council resolved to schedule the committee meetings for the second Tuesday of each month, with the exception of August and December where there will be no meetings.

The Staffing Committee will meet as and when required, but not less than quarterly.

21.45 Review of the terms of reference for committees

Facilities TOR - The Council resolved to amend "Parfitt Drive Green Space" to Hadleigh Park green space and accept/adopt the rest of the TOR as presented.

Cllr Healy and Cllr Johnson abstained from voting

Staffing- Cllr Puddephatt proposed to include "In urgent matters where the staffing committee cannot be quorate, the Chairman or Vice-Chairman of the Council will be invited to attend the meeting as an ex-officio member with full voting rights. In normal circumstances the chairman and vice-chairman will not be ex-officio members"

The Council resolved to accept this addition and accept/adopt the rest of the TOR as presented.



Cllr Hazard left the meeting due to technical difficulties

Planning - Due to the end of online meeting legislation and the uncertainty of face to face meetings, Cllr Strawson proposed to add to the planning TOR that as a last resort, where a public meeting cannot be arranged in time to consult on individual planning applications, the Clerk and Chairman of the Planning Committee should have the authority to; discuss applications and agree a decision with consultation, verbally or by email, with the rest of the Planning Committee.

The Council resolved to accept this addition and accept/adopt the TOR as presented.

Cllr. Johnson, Cllr. Healy and Cllr. Dennis objected to the proposal

Finance and Risk - The Council resolved to accept/readopt the Finance and Risk TOR as they currently stand

21.46 To appoint members to the Staffing committee

The Council resolved to appoint Cllrs. Puddephatt, Westbury and Strawson to the Staffing committee and to appoint Cllr Puddephatt as the Chairman.

21.47 To appoint members to the Planning Committee

The Council resolved to appoint Cllrs. Strawson, Puddephatt, K Clarke and Selby to the Staffing committee and to appoint Cllr Strawson as the Chairman.

21.48 To appoint members to the Facilities Committee

The Council resolved to appoint Cllrs. I. Clarke, K. Clarke, Healy, Selby and Westbury to the Facilities committee and to appoint Cllr Westbury as the Chairman.

Cllr Hazard returned to the meeting

21.49 To appoint members to the Finance and Risk Committee

The Council resolved to appoint Cllrs. I Clarke, Dennis, Puddephatt, K Clarke and Westbury to the Finance and Risk committee and to appoint Cllr I Clarke as the Chairman.

21.50 Appointment of any new committees in accordance with standing order 4;

No new committees were appointed

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

The Council resolved to accept the scheme of delegation as it currently stands

The Council resolved to accept the scheme of delegation as it currently stands with 6 votes for and 5 against

21.52 To accept the 27th April 2021 Full Council meeting minutes as accurate

Cllr Johnson proposed the following amendment to 21.35

Cllr Johnson raised the matter of how are we going to spend the £43k of unallocated CIL monies which needs to be spent by April 2022 and asked that Council consider what we will spend it on and how and when we will commission the work as we ought to be making a decision in the next few months? Council have not yet budgeted to spend any of the developer contributions and should consider doing this.

Council agreed that the Clerk would summarise the details of the unclaimed developer contributions (s106 funding) in a short report with the amounts expected, the spend by dates and the specific spend criteria to aid Councillors in making spending decisions.

The Council resolved to accept the amendment.



Cllr I Clarke and Cllr Dennis and abstained from voting. Cllr Purcicoe voted against
With the above amendment, the Council resolved to accept the minutes as accurate.

21.53 To review/approve the following policies/documents:

- a. Farnsfield Parish Councils Standing Orders

The Council resolved to defer the approval of the Standing Orders to the next meeting

- b. Farnsfield Parish Council Financial Regulations

The Council resolved to accept/readopt the Financial Regulations

21.54 Review of inventory of land and other assets including buildings and office equipment

The Council resolved to defer this review to the next meeting

21.55 Confirmation of arrangements for insurance cover in respect of all insurable risks

The Council is currently insured by Zurich. The Council resolved to defer the confirmation of arrangement for insurance cover until the next meeting where the asset register will have been reviewed

21.56 Review of the Council's and/or staff subscriptions to other bodies;

Council have previously confirmed the SLCC subscription for the Clerk, the Council resolved to continue with the NALC subscription

21.57 Review of the Council's complaints procedure;

The Council resolved to accept/readopt the complaints procedure as it stands

21.58 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

The Council resolved that current policies and procedures are adequate

21.59 Review of the Council's policy for dealing with the press/media;

The Council resolved to accept/readopt the press and media policy as it stands

21.60 Review of the Council's employment policies and procedures

The Council resolved to accept/readopt the following employment policies:

Dignity at work Policy, Disciplinary Policy and the Grievance Policy

21.61 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

20-21 Spend Summary:

Purchase of a speed gun - £138.67, Donation to the British legion for a wreath - £20.00, Grants - £3,861.00 Total = £4,019.67

The Council noted the Council expenditure under the s137 act

21.62 Approval of the Regular Payments Schedule 21-22

The Council resolved to approve the regular payments schedule for 21-22

21.63 To approve the Annual Governance documents for year ending 31st March 2021

- a. To accept the report from the internal auditor

The Council resolved to accept the internal auditors report

- b. Annual Governance Statement

The Council completed the annual governance statement with all questions as Yes. The Council resolved to approve the Annual Governance Statement

Cllr Johnson and Cllr K Clarke abstained from voting

- c. To consider, approve and sign the Statement of Accounts – Section 2

The Council considered and resolved to approve the statement of accounts.



d. Annual Governance and Accountability Return

The Council resolved to accept the Annual Governance and Accountability Return

Cllr Johnson abstained from voting

21.64 General Power of Competence

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

The Council resolved that the Parish Council meets the criteria for eligibility for GPC

b. To agree to adopt the General Power of Competence

The Council resolved that from 4th May 2021 until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and Statutory Instrument 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

21.65 To discuss/approve the purchase and installation of a new/replacement see-saw for Hadleigh Park

The Council resolved to accept the quote from Hags to remove the broken seesaw and make the space safe.



**Minutes of the meeting of Farnsfield Parish Council held at 7pm on Tuesday 22nd June 2021
The Meeting was held in the Lower Hall, The Village Centre, Farnsfield**

**Present: Cllrs. Purcicoe, Johnson, I. Clarke, K. Clarke, Selby, Puddephatt, Strawson, Westbury and Healy
Vikki Arkell (Clerk & RFO)
8 members of the public were present online**

Items to receive or note

21.37 To receive any declarations of intention to record the meeting

Cllr Johnson declared she would try to record the meeting

21.38 To receive any apologies for absence

Cllr Dennis and Cllr Hazard – The Council resolved to accept their apologies

21.39 To receive any declarations of interest

None

21.40 In accordance the Public Bodies Admissions to Meetings Act 1960 it is 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 item 21.94

The Council resolved to exclude the public and press for item 21.94 due to the confidential nature of the business

21.41 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

A resident urged the council to hold a consultation to discuss the East Side Project

A resident requested that the Parish Church Clock be added to a future agenda and for the parish council to reinstate funding towards it.

A resident asked that the skate park should be considered when discussing agenda items surrounding the children play park and car park extension

21.42 Report from the District Councillor

No Report

21.43 The Clerks Report

a. **Update the Council on the progression of works within the parish**

Village Furniture – The picnic benches, benches and 2 activity tables were assembled and fitted by Cllr Purcicoe, Westbury and I Clarke.

Unfortunately, one of the activity tables was damaged after installation. A replacement top was quoted at £239.35 ex VAT. Due to this substantial cost 2 new “planks” were ordered at a cost of £27 to turn the table into a normal picnic bench. Additional planks were also ordered for the other activity table to reinforce underneath the plastic activity top which hopefully should prevent damage occurring. This will also allow the picnic bench to be a normal picnic bench in the future if the top needed to be removed. The total cost was Sub Total £54.00, Delivery Cost £16.00, VAT £14.00, Total £84.00

Railings and Gate at Lady Goodwin Park – The gate has been repaired and the fencing has been painted at Lady Goodwin park

Dog waste bin – A new large 60L bin has been installed at the entrance of Millennium wood and bin number 0139 at the bottom of acres has been removed

Seesaw at Hadleigh Park – Removal of the broken seesaw has been completed and the ground made safe



Pedestrian Barrier on Station Road at the bottom of Footpath 1 (Opposite the Lock Up)– Completed by ViaEm at a cost of £950.23

Football Goals Storage Container at the Acres – The storage container has been delivered and installed in position. CFS storage offered to fully refurbish the container's exterior, in RAL6007 green paint free of charge in return for CFSTORAGE fitting an advertising board to be attached to the side advertising 'CFSTORAGE'. (Approx. size 1m x 3 m). This offer was accepted and the container will be refurbished on site over the next few weeks.

Revetment Works on Footpath 1

The revetment works commenced on Monday 21st June. The footpath/steps from Station Lane to Mansfield Road across Wilson's Field will be closed from Monday 21st June until Friday 25th June (Inclusive of these days) for the works to be carried out.

The Lock Up

The refurbishment of the Lock Up roof is now complete, there was quite a lot of additional work needed on the rotten wood. The stonework was started on the 17th June and this work consisted of three stainless pins being inserted in 300mm lengths and the repainting of cracks. The metalworks were treated with a resin to match.

There is still some further work to be done to the metal ceiling panels, Jason Morden (NCC Conservation Officer) has suggested these are left in-situ and some new fixings should be added from beneath. These would be placed through existing empty hole into new joists and positioned to align with the existing holes.

21.44 Accepted Committee Minutes:

c. Planning Committee – 4th May

The Council noted the Planning Committee minutes

d. Facilities Committee – 27th April

The Council noted the Facilities Committee minutes

21.45 Debrief outline from Fire Risk Assessment Inspection carried out on 22nd June 2021

Cllr Purcicoe and the Clerk outlined that the Fire Risk Assessment went well and that there was lots of positive comments received from the assessor. A report will follow however the assessor highlighted a that there was a small void that needed containing/fire proofing, PAT testing need completing, and the thumb turn locks need directional signage.

These minor works will be implemented by the Clerk and Chairman.

Cllr Puddephatt thanked both Cllr Purcicoe and Cllr Johnson for their hard work to get the Village Centre up to scratch and reinforced that the reason that this assessment has gone so smoothly is thanks to their hard work.

21.46 The amendments to the Village Centre Covid restrictions and booking regulations in response the most recent government announcement/legislation.

Due to the delay in the lifting of the restriction there is no changes to the current regulations

Items to approve

21.47 The 4th May Annual Council Meeting minutes as accurate

Cllr Puddephatt proposed to add to agenda item 21.44: "The Staffing Committee will meet as and when required, but not less than quarterly to item"

Cllr Johnson proposed changes to:

Agenda item 21.45 Planning TOR:

From: Cllr Johnson, Cllr K Clarke and Cllr Dennis abstained from voting

To: Cllr. Johnson, Cllr. Healy and Cllr. Dennis objected to the proposal

Agenda item 21.51:

From: The Council resolved to accept the scheme of delegation as it currently stands. Cllr Johnson abstained from voting


To: The Council resolved to accept the scheme of delegation as it currently stands with 6 votes for and 5 against

With the proposed changes, the Council resolved to accept the minutes as accurate.

21.48 Financial Summaries

a. April 2021


The Council resolved to accept the April 2021 Financial Summary



Financial Summary at 31st April 2021		
Unity Trust opening balance	£125,004.42	
Monthly receipts		£43,558.89
Monthly payments		£7,760.45
Unity Trust closing balance		£160,802.86
Nationwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£372,885.31
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	£1,450.00	£17,310.27
CIL spend by April 2021 (Spend extension April 2022)		£26,101.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	£1,150.00	£13,350.00
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	£115.00	£60.00
Total EMR Reserve		£242,511.40
General Reserve		£91,860.47
Current fund		£38,513.44
Total of reserves and current fund		£372,885.31

b. May 2021

The Council resolved to accept the May 2021 Financial Summary



Financial Summary at 31st May 2021		
Unity Trust opening balance	£160,802.86	
Monthly receipts		£27,355.79
Monthly payments		£24,817.04
Unity Trust closing balance		£163,341.61
Nationwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£375,424.06
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	£3,084.50	£14,225.77
CIL spend by April 2021 (Spend extension April 2022)	£2,900.00	£24,651.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	£8,089.88	£6,410.12
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	£145.00	£30.00
Total EMR Reserve		£231,007.02
General Reserve		£115,943.40
Current fund		£28,473.64
Total of reserves and current fund		£375,424.06



c. CIL/S106 spend

The Council resolved to accept the CIL/S106

Cllr Johnson requested the Clerk check that the Ash Farm 2 S106 funding can be used for bowls.

21.49 Bills for payment for May 2021 – Previously circulated by email and paid under delegation to the Clerk

The Council resolved to accept the bills for payment for May 2021

Bills For Payment May 2021							
Payment to be authorised - Clerk current ly has deligation to pay outstanding invoices							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
PCM20.301	NNB Recycled Furniture	Village Furniture - Benches and Picnic Tables Invoice 1	£1,845.00	£369.00	£2,214.00	4470	Village Project EMR
PCM20.301	NNB Recycled Furniture	Village Furniture - Benches and Picnic Tables Invoice 2	£5,025.00	£1,005.00	£6,030.00	4470	Village Project EMR
PCM21.12	Sherwood Decorators	Painting - Lady Goodwin Railings	£625.00	£0.00	£625.00	4630	
PCM20.164	Inspire Design	IDD000933 Remaining 50% of architect lead design, stage 2 report and presentation	£1,450.00	£290.00	£1,740.00	4720	CIL
DP/VA	J.Whittlestone & Sons Ltd	Service of Boilers at VC	£830.00	£166.00	£996.00	4360	
	GMS	Cleaning Surplies VC	£63.30	£12.66	£75.96	4370	
VA/DP	Handicentre	Grounds Maintenance	£20.38	£4.07	£24.45	4470	
RS	Handicentre	VC Maintenance	£23.30	£4.66	£27.96	4470	
DP/VA	Newark and Sherwood Locksmiths	VC keys and Acres Keys	£180.00	£36.00	£216.00	4360/4660	
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
Pre Paid Invoices							
FAC.21.14b	CF Storage	Acres Football Storage Container	£2,930.00	£586.00	£3,516.00	4670	S106
VA/DP	Handicentre	Paint and Brushes for Village Benches	£19.15	£3.83	£22.98	4470	
DP	Expenses	Cllr Puddephatt	£35.00	£0.00	£35.00	4210	
Direct Debits and Standing Orders							
APM21.62	EON	Wilson's Field Electricity	£15.84	£0.79	£16.63	4522	Actual Reading
APM21.62	Zest Group	INV 0207 Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660	
APM21.62	ASL	Monthly Copier Charges	£9.10	£1.82	£10.92	4160	Estimated
APM21.62	Eon	Village Centre Electricity	£46.16	£2.31	£48.47	4321	£58.84 in Credit
APM21.62	Eon	Pavilion Electricity	£2.91	£0.15	£3.06	4321	
APM21.62	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324	
APM21.62	BT	Quarterly Broadband and Phone Contract (Now includes Mobile Phones)	£143.55	£28.71	£172.26	4120	
Reciepts to note							
April	N&Sherwood DC	Precept - Part 1	£43,400.00	£0.00	£43,400.00	110	
May	N&Sherwood DC	Refund - Waste Collection Monthly Charge	£85.10	£0.00	£85.10	4324	
May	HMRC	VAT Claim	£24,082.93	£0.00	£24,082.93	999	

21.50 Bills for payment for June 2021

The Council resolved to accept the bills for payment for June 2021

Bills For Payment June 2021							
Payment to be authorised							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
PCM20.164	Inspire Design	IDD000952 - Q000997A Concept Engineering and Q000997B Planning Consultant and Project Management	£1,780.00	£356.00	£2,136.00	4720	CIL
TK	Granwax	Ezee Cleaner wooden floor cleaner	£26.70	£5.34	£32.04	4370	
APM21.62	Rialtas	Annual Accounting Software Fee	£124.00	£24.80	£148.80	4220	
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
21.65	HAGS	Seesaw Removal	£465.00	£93.00	£558.00	4630	
VA/DP	NBB Recycled Furniture	Picnic Bench Replacement Parts	£70.00	£14.00	£84.00	4470	
20.139	MH Building Contractors	Lock Up Roof Repairs	£2,549.00	£0.00	£2,374.00	4470	Village Projects EMR
FAC.21.13	NSDC	60L Dog Waste Bin	£290.00	£58.00	£348.00	4520	
FAC.21.14b	AJ Property Services	Ground Works for Container	£575.00	£0.00	£575.00	4670	S106
PCM20.261	Whitbread Restoration	Lock Up Metalworks Restoration	£465.00	£0.00	£465.00	4470	Village Project EMR
Pre Paid Invoices							
20.183	ViaEM	Pedestrian Safety Barrier	£950.23	£190.05	£1,140.28	4620	
20.225	KG Enterprises	Internal Audit	£90.00	£0.00	£90.00	4190	
Direct Debits and Standing Orders							
APM21.62	British Gas	March - May VC Gas	11.07	0.55	£11.62	4320	£0 taken as credit used (£50.99 Still in credit)
APM21.62	EON	Wilson's Field Electricity	£9.62	£0.48	£10.10	4522	
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660	
APM21.62	ASL	Monthly Copier Charges	£7.29	£1.46	£8.75	4160	
APM21.62	Eon	Village Centre Electricity	£121.82	£24.36	£146.18	4321	£87.34 taken as credit used
APM21.62	Eon	Pavilion Electricity	£16.72	£0.84	£17.56	4321	
APM21.62	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324	
APM21.62	Waterplus	VC Water	£327.18	£0.00	£327.18	4330	
APM21.62	Waterplus	Pavillion Water	£144.50	£0.00	£144.50	4670	

21.51 The Asset Register as of June 2021



The Council resolved to defer this item to next meeting

21.52 Play Space Policy – Reviewed and amended by Cllr Johnson May 2021

Cllr Purcicoe proposed change:

From Open space at CML To: Reynolds field excluding the allotments

The responsibilities under the Clerk were debated however Cllr Purcicoe withdrew the proposed change.

The Council resolved to adopt the Play Space Policy with the above amendment.

21.53 Safeguarding Policy – Written by VA June 2021

The Council resolved to defer this item to next meeting – The Clerk asked for Councillors to send all information, questions and alterations by 16th July

21.54 Training and Development Policy – Written by VA June 2021

The Council resolved to defer this item to next meeting – The Clerk asked for Councillors to send all information, questions and alterations by 16th July

Items to discuss and agree a course of action:

21.55 Councillor and staff training

The Council resolved that all Councillors can opt to attend any training that they feel would be valuable and it could be authorised on consultation with the Clerk and Chairman as long as the spend was within budget.

21.56 Complaint re vehicles on Cotton Mill Lane

Cllr Puddephatt proposed for the Clerk to draft a letter to be sent to those that may be using Cotton Mill Lane.

The Council resolved for the Clerk to draft a letter for the Facilities Committee meeting on 13th July.

The Council requested that Cllr Purcicoe continue to investigate options through the rights of way team at NCC.

21.57 Council to discuss and approve the removal of the restrictions on the use of the mini tennis court and allow the area to be used as a hard surface play area.

The Council resolved to defer this item to a future meeting

21.58 The purchase of two new 60L Dog waste bin to replace the bin on Alexander Road (on the Trail) and Combs Lane (Bomber Memorial)

The Council resolved to purchase two new 60L Dog waste bin to replace the bin on Alexander Road (on the Trail) and Combs Lane (Bomber Memorial)

The Clerk to arrange this with NSDC

21.59 The revision of format and therefore the ticket pricing for the performance of the Tempest by Folksy Theatre on Thursday 26th August – Cllr Dennis

The Council resolved to defer this item to the Facilities Committee meeting on the 13th July

21.60 Next steps to registering Council owned land – Cllr Strawson



Cllr Strawson informed the Council that the progress of registering Council owned land had been very hard and the pandemic has effected the speed of replies for all bodies.

The Council requested that the Clerk clarify the costs of the current solicitors taking on all outstanding assets.

21.61 On completion of the repairs to the Lock-up, holding an information morning to allow residents to see inside and learn about the heritage – Cllr I Clarke

The Council resolved to allow Cllr I Clarke to host a heritage event at the Lock Up. Cllr I Clarke will organise the event and publish a suitable date when the repairs are complete.

21.62 Council to discuss budget and tendering for siting and renewal/refurbishment of Hadleigh Park playground – Cllr Purcicoe

The Council resolved to allocate a budget of £165,000 (Excl VAT) towards the Hadleigh Park Playground with an additional 10% contingency to be put aside for unforeseeable costs.

The Council resolved to form a Playground Tendering Working Group of The Clerk, Cllr Strawson, Cllr I Clarke and Cllr Purcicoe.

The Working Party will bring recommendations to the next full council meeting.

9:00pm – The Council resolved to suspend standing order 3x to extend the meeting past 2 hours to complete the business outlined on the agenda

Cllr Westbury left the meeting

21.63 Council to discuss tendering to quote to extend parking at Hadleigh Park – Cllr Purcicoe

The Council resolved to form a Car Park Tendering Working Group of The Clerk, Cllr K Clarke, Cllr I Clarke and Cllr Purcicoe. The Working Party will bring recommendations to the next full council meeting.

21.64 To revise the delegation to the Clerk

The Council resolved to not renew the delegation. The previous delegation has now expired.

21.65 Staffing Committee recommendation report – Cllr Puddephatt

Minuted by Cllr Puddephatt:

In the light of our Clerk, Vikki Arkell, having achieved her Certificate in Local Council Administration (CiLCA), Council agreed that she:

- i) be given a salary increase of two scale points on the National Association of Local Councils (NALC) pay scale, effective from 01.05.21, and**
- ii) be given a one off non-consolidated bonus of £500 before tax.**

Council also agreed that she remain on her current hours of 22 per week (which includes 2 hours per week for study), until 01.01.2022, to allow her time to focus on progressing the East Side Project. The Staffing Committee will review whether the 2 extra hours will continue after 01.01.2022.

21.66 Items for future agenda

None



Minutes of the meeting of Farnsfield Parish Council held at 7.15pm on Tuesday 27th July 2021
The Meeting was held in the Lower Hall, The Village Centre, Farnsfield

Present: Cllrs. Purcicoe, Johnson, I. Clarke, K. Clarke, Selby, Puddephatt, Dennis, Westbury and Healy Vikki Arkell (Clerk & RFO)

4 members of the public were present online and 2 in the room

Items to receive or note

21.67 To receive any apologies for absence

Apologies received from Cllr Strawson and Cllr Hazard – Council accepted the apologies

21.68 To receive any declarations of interest

Cllr I Clarke declared a personal interest in 21.118 as a member of the tennis club, 21.122 as family are members of the football team and 21.124

Cllr Healy declared a personal interest in 21.118 as a member of the tennis club, Cllr Healy stated this was not a prejudicial interest

Cllr Johnson declared a personal interest in 21.118 as a member of the tennis club, Cllr Johnson stated this was not a prejudicial interest

Cllr K Clarke declared a personal interest in 21.110 as a member of the Cricket Club (Grant payment on bills for payment)

21.69 In accordance the Public Bodies Admissions to Meetings Act 1960 it is 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 item 21.124

The Council resolved to exclude the public and press for item 21.124 due to discussing potential legal action

21.70 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

No members of the public chose to comment

21.71 Report from the District Councillor

Cllr Loughton updated the Council of local works, including that the funding for the a614 has now been finalised and it is looking likely that a roundabout at Mickledale Lane will be installed due to extra budget.

County Council are currently doing an evaluation on the highways maintenance in the County, this includes how pot holes are managed and repaired. He also informed the Council that Bassetlaw Hospital will now be part of the Nottingham trust and under the Nottingham Care System.

Cllr Loughton also mentioned that he had been contacted by residents of Cotton Mill Lane and had suggested a meeting with them to discuss their concerns over the use of the bridleway.

21.72 The Clerks Report

The report had been previously circulated

Correspondence received

At a previous meeting there was a verbal request for the Parish Council to reinstate funding for the St Michaels Church Clock – The Clerk explained that based on the current legislation and NALC guidance, she cannot recommend funding the church clock or adding this funding to the budget in the future.

The Clerk was previously contacted by a resident who has been investigating the ownership of a piece of land adjacent their boundary line – Yates Croft (the land runs parallel to Cockett Lane Farnsfield NG22 8LF). The clerk confirmed by email previously with the resident that Farnsfield Parish Council has no knowledge of ownership by either Farnsfield Parish Council or another body and would be happy for this resident to continue to maintain the grass Strip.



The Council had no further comments

Update the Council on the progression of works within the parish

Unauthorised Encampment - Unfortunately, the arrival of an Unauthorised Encampment on Hadleigh Park was the focus of July. The formal process that a landowner must follow for removal is frustrating , each step has a formal timeline and notice period. We did manage to start the process on the day of arrival with support from Newark and Sherwood District Council which did allow all stages to be started at the earliest opportunity.

The Clerk shared that it was great news that this was resolved in just one week with the support many residents and local people. The key tasks that were completed included, the fence being repaired, the litter/rubbish being collected by individuals and then the rubbish bags being removed by NSDC the next morning. Hadleigh Park Play Area was Jet washed and disinfected by the NSDC team and temporary concrete blocks were placed to prevent other groups in the area being able to access the grounds.

prevent this in the future.

Lady Goodwin Park Gate – The Clerk received a report that the Lady Goodwin gate was not closing properly, this has now been adjusted and closes as it should

Blue Lias Stone on Footpath 1 behind the Lock Up - The area of stonework to the rear of the Lock-Up will be repaired using new Blue Lias Stone. Farnsfield Parish Council will pay the cost of the materials which will be £100 and the labour and lime mortar will be provided by Jason Mordan (Senior Practitioner Historic Buildings, Nottinghamshire County Council) free of charge, as a contribution to the Lock-up project.

A friendly stone mason has offered to add the order to his own and that will keep transport costs down to a minimum (the stone must come from the southwest).

21.73 Accepted Committee Minutes:

e. Finance and Risk Committee– 16th March

f. Planning Committee – 22nd June

g. Facilities Committee – 27th April

The Council noted the committee minutes

21.74 The report from Fire Risk Assessment Inspection carried out on 22nd June 2021

Following on from the Village Fire Risk Assessment there were some points that needed actioning that we were alerted to verbally on the day of the assessment. All have now been completed including PAT testing of all electrical items in the Village Centre, the small void in one of the storerooms has been contained and all thumb turn door locks have directional signage on them to show the way they unlock. Cllr Purcicoe provided the Councillors with a summary of the full Fire Risk Assessment report.

Cllr Johnson inquired if the Pavilion had had a fire risk assessment and if the Village Centre fire risk assessment still comes with online fire safety training included – Cllr I Clarke to conduct a fire risk assessment of the Pavilion and the Clerk to follow up about fire training

Items to approve

21.75 The 7th of July Council Meeting minutes as accurate

The Council resolved to accept the minutes as accurate

21.76 June 2021 Financial Summary

Financial Summary at 30th June 2021		
Unity Trust opening balance	£163,341.61	
Monthly receipts		£3,050.85
Monthly payments		-£11,792.78
Unity Trust closing balance		£154,599.68
Nationwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£366,682.13
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	£3,659.50	£13,650.77
CIL spend by April 2021 (Spend extension April 2022)	-£4,680.00	£22,871.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	-£11,103.88	£3,396.12
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	-£165.00	£10.00
Total Ear Marked Reserve		£225,618.02
General Reserve		£115,943.40
Current fund		£25,120.71
Total of reserves and current fund		£366,682.13

An amendment was proposed to defer approval of the financial summary until councillors have had a chance to review the supporting financial documents
The Council resolved not to accept the amendment
The Council resolved to accept the financial summary
Cllr Johnson and Cllr Healy voted against, and Cllr K Clarke abstained from voting

21.77 Bills for payment for July 2021

Bills For Payment July 2021							
Payment to be authorised							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
VA/DP	Robert Marshall & Sons	Lady Goodwin Gate Repair	£650.00	£130.00	£780.00	4630	
	Mercury Fire and Security Limited	Annual charge for VC Fire Alarms	£558.00	£0.00	£558.00	4350	
VA/DP	AB Electrical	VC PAT testing & Light switch replacement	£140.00	£0.00	£140.00	4350	
PCM20.261	NottinghamCC	Footpath Closure	£355.00	£0.00	£355.00	4470	Village Project EMR
VA/DP	Rainworth Fencing	Hadleigh Park Fence Repair	£12.20	£2.44	£14.64	4660	
VA/DP	Hadicentre	Grounds Maintenance	£5.93	£1.19	£7.12	4660	
VA/DP	J R Islips	Fire Proofing void	£280.00	£56.00	£336.00	4350	
21.31	Farnsfield Cricket Club	Grant payment for complete fencing	TBC	£0.00	TBC	4765	
Pre Paid Invoices							
VA/DP	DP	Expenses	£43.50	£0.00	£43.50	4210	Chairmans Allowance
20.225	FireRiskAssessmentsOnline	Fire Risk Assessment	£358.80	£0.00	£358.80	4190	
21.84/VA/DP	NALC	Councillor Training and Clerk Training	£33.60	£0.00	£33.60	4110	
21.84/VA/DP	NALC	Councillor Training	£50.40	£0.00	£50.40	4110	
APM21.62	PWLB	Loan repayment	£455.27	£0.00	£455.27	4390	
VA/DP	Safety Signs 4 Less	Thumb Lock Signage	£14.95	£2.99	£17.94	4360	
VA/DP	Safety Signs 4 Less	Thumb Lock Signage	£14.95	£2.99	£17.94	4360	
VA/DP	Amazon	Batteries for Fire Door	£7.22	£1.44	£8.66	4360	
VA/DP	Viking	Cleaning and office items	£46.96	£9.39	£56.35	4370/4130	
VA/DP	Amazon	Batteries for Fire Door	£7.22	£1.44	£8.66	4360	
21.84/VA/DP	NALC	Councillor Training	£30.00	£0.00	£30.00	4110	
21.84/VA/DP	NALC	Councillor Training	£30.00	£0.00	£30.00	4110	
Direct Debits and Standing Orders							
APM21.62	EON	Wilson's Field Electricity	£7.96	£0.40	£8.36	4522	
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660	
APM21.62	ASL	Monthly Copier Charges				4160	No invoice received this month - have chased with company
APM21.62	Eon	Village Centre Electricity	£123.84	£6.19	£130.03	4321	
APM21.62	Eon	Pavilion Electricity	£13.21	£0.66	£13.87	4670	
APM21.62	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324	
APM21.62	PEAC	Quarterly Copier Rental	£101.00	£20.20	£121.20	4160	



The Council discussed paying the Cricket Club Grant on production of the invoices for the fencing and installation. The invoices produced were for the full project of 188m, however as the grant was for 125m the Clerk prepared a spreadsheet breaking down the cost of the fencing per metre and the installation invoice. The Council were concerned about the installation costs as the costs did not balance between the 63m and the 125m (and the gates) installation costs as they would expect the 125m to be approximately two thirds and the 63m to be one third of the overall cost. The Council resolved to pay the material costs of £4102.10 and to request a further breakdown of installation costs before payment of this part of the grant.

The Council resolved to accept the Bills for Payment

21.78 The Asset Register as of June 2021

With the addition of “The Green” and the Village Centre Wi-Fi system, the Council resolved to accept the Asset register

21.79 The quote for the ceiling repair of the Lock Up

The Council resolved to accept the quote for the ceiling of the Lock Up

Items to discuss and agree a course of action:

21.80 Future meeting policy in response to the newest government legislation including room capacity and if Council and Committee meetings will be hosted online

The Council resolved to; continue to enable online participation for meetings and to purchase equipment to do so, enforce a 1 metre social distance for all persons in the room and for it to be preferable for Councillor and attendees to wear masks whilst not seated, however would not be compulsory to do so. Taking into consideration the 1 metre distancing the Council resolved to have a Lower Hall Meeting capacity of 32 people – this will continue to be evaluated

21.81 Purchase of new chairs for the Upper Hall, The Village Centre

The Council reviewed the initial research report. Cllr Johnson, Selby and K Clarke will explore the options further, get samples and bring a conclusion back to Council.

21.82 Recommendations from the Hadleigh Park Refurbishment Playground Working Party on items to Tender for

Cllr Johnson asked the working party to add a suitable surfacing to the recommendation and within the tender. With the addition of Surfacing, the Council resolved to accept the recommendations to produce a tender document- The Clerk and working party will produce a draft tender document for Septembers full council meeting

21.83 Recommendations from the Car Park Refurbishment Working Party on items to Tender for

With an amendment of removing “Eastwards” from the extension direction, the Council resolved to accept the recommendations to produce a tender document. The Clerk and working party will produce a draft tender document for Septembers full council meeting

21.84 To obtain quotes to remove conifers and grind the stumps if necessary, from the two raised beds at the entrance to Hadleigh Park, also remove all other old and dead vegetation (other than the two trees in the Eastside raised bed). Replace old soil with new growing medium and renew with suitable shrubs and/or plants – Cllr Purcicoe

The Council resolved to obtain quotes for the mentioned works. Cllr Purcicoe will obtain 3 quotes to be bought back to Full Council in September

21.85 To take no further action regarding the outstanding request for the Tennis Club to return the £10,000 grant awarded in 2017, on the basis the grant has now been spent in full on its intended project and is an asset to the community – Cllr Puddephatt



**The Council resolved take no further action regarding the return of the £10,000 grant.
Cllr Purcicoe requested for the vote to be recorded (Farnsfield Parish Council S.O 3s)
Cllrs K Clarke, Selby, Healy, Puddephatt and Johnson voted for, Cllrs Dennis, Westbury and Purcicoe voted against, Cllr I Clarke abstained from voting.**

21.86 Items delegated to the Clerk from 27th July – 28th September
The Council resolved to accept the proposed delegation

Cllr proposed to extend the meeting to the end of the agenda items. Council resolved to extend the meeting.

21.87 Farnsfield Parish Council's intention regarding child volunteers and to set up a task and finish group to work with the Clerk to prepare volunteer and safeguarding policies for adoption and to recommend any changes to hire terms and conditions.
The Council resolved not to have child volunteers and to not have a safeguarding policy.

21.88 Request to waive the hire charges for a charity event to be hosted at the Village Centre
The Council resolved not to waive the charges

21.89 To agree the Acres booking fees including the annual booking fee for Football teams to use the Acres and Pavilion facilities – Cllr I Clarke
A report was previous circulated. The Council resolved a £350 annual fee for Sunday morning matches throughout the year and Thursday evenings for training April-September. This will also be available for other teams as there are 3 other weekend slots available.

21.90 Items for future agenda
**Allotment agreement
Review of costs of Village Centre Hire**

Cllr I Clarke left the meeting due to a declaration of interest on the next agenda item

21.91 Confidential Legal Item
The Council discussed the item, and the requested the Clerk to seek further legal advice to understand the Councils position.



**Minutes of the Extraordinary meeting of Farnsfield Parish Council held at
7.00pm on Tuesday 17th August 2021**

**The Meeting was called by Councillors Healy, Strawson, Johnson, Selby and K. Clarke and held in
the Lower Hall, The Village Centre, Farnsfield**

**Present: Cllrs. Purcicoe (Chairman), Westbury (Vice Chairman), Johnson, I. Clarke, K. Clarke, Selby,
Puddephatt, Dennis and Healy**

Also Present: County Councillor Loughton and Vikki Arkell (Clerk & RFO)

Items to receive or note

21.92 To receive any apologies for absence

Cllr Strawson and Cllr Hazard – Council resolved to accept the apologies

Cllr Johnson abstained from voting

21.93 To receive any declarations of interest

None received

21.94 20 minutes for the public to comment and ask questions about agenda items or items to be
considered for a future agenda

**Residents attending in the room and those who joined online via teams gave statements in support,
and against the proposed skate park on Hadleigh Park.**

Items to discuss and agree a course of action:

21.95 Council to agree a budget and tendering for a wheeled sports facility on Hadleigh Park

All Councillors were given 5 minutes to speak

Cllr Clarke asked for his statement to be appended to the minutes

a. Siting of the Wheeled Sports Facility adjacent to the proposed refurbished/new and extended play
area

Cllr Purcicoe requested for the vote to be recorded (Farnsfield Parish Council S.O 3s)

**The submitted proposal of “Siting of the Wheeled Sports Facility adjacent to the proposed
refurbished/new and extended play area” was proposed by Cllr Healy and seconded by Cllr Selby.
Cllr Dennis proposed an amendment to “Siting of the Wheeled Sports Facility as outlined by Inspire
Design in the draft masterplan on “The Acres”**

**The amendment was seconded by Cllr Purcicoe and the Council voted on the amendment. Cllrs
Purcicoe, Westbury, I Clarke and Dennis voted for the amendment. Cllrs Johnson, Healy, K Clarke
and Selby voted against the amendment. Cllr Puddephatt abstained from voting.**

**With an equality of votes, Cllr Purcicoe as chairman had the casting vote. Cllr Purcicoe voted for
the amendment.**

With 5 votes for, 4 against and 1 abstention, the amendment was accepted.

**The Council voted on the proposal of “Siting of the Wheeled Sports Facility as outlined by Inspire
Design on “The Acres”.**

**Cllrs Purcicoe, Westbury, I Clarke and Dennis voted for. Cllrs Johnson, Healy, K Clarke and Selby
voted against. Cllr Puddephatt abstained from voting.**

**With an equality of votes, Cllr Purcicoe as chairman had the casting vote. Cllr Purcicoe voted for
the proposal.**



With 5 votes for, 4 against and 1 abstention, the Council resolved to site the wheeled facility in the location outlined by Inspire the inspire draft masterplan on “the Acres”

b. Budget

There is an outstanding grant that was awarded to Farnsfield Parish Council for £20,000 that is to be used towards a wheeled facility – The Clerk shared her concern that the project must be completed by December 2021 to receive the grant, the Clerk felt that this project is unlikely to be completed by them and therefore there is a risk that the grant will not be received.

The Council resolved to allocate a budget of £100,210 for a wheeled sports facility based on the calculations outlined in November 2019, minus the costs towards the studies that had already been completed. The Council resolved for the funding to be allocated from the CIL contributions and an additional extension of the LIS grant to be requested.

c. Formation of a Wheeled Sports Facility Working Group

The Council formed a Wheeled Sports Facility Working Group of Cllr Puddephatt, Cllr I Clarke and Cllr K Clarke with the support of The Clerk.

21.96 Items for future agenda

None



**Minutes of the Full Council Meeting of Farnsfield Parish Council held
at 7.15pm on Tuesday 28th September 2021**

Present: Cllrs. Purcicoe (Chairman), Westbury (Vice Chairman), Johnson, I.Clarke, K.Clarke, Strawson, Selby, Puddephatt and Healy
Also Present: County Councillor Loughton and Vikki Arkell (Clerk & RFO)

Items to receive or note

21.97 To receive any apologies for absence

Cllr Dennis – Council resolved to accept Cllr Dennis’s apologies

21.98 To receive any declarations of interest

Cllr Clarke – A potential pecuniary interest in 21.159

Cllr Strawson – 21.142

Cllr K Clarke – 21.149

21.99 In accordance the Public Bodies Admissions to Meetings Act 1960 it is 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 item 21.159

The Council resolved to exclude the public and press for item 21.159

21.100 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

Members of the public in the room and online asked the Council questions

21.101 Report from the County Councillor

Cllr Loughton informed the Council that after a meeting with the residents of CML a section 34 notice has been applied for to allow a sign to be erected on the bridge. He said that the quality of maintenance of the highway is in revision by the County Council including how potholes are repaired.

21.102 Report from the Staffing Committee Chairman

Cllr Puddephatt gave a short report to the Council which informed the Council about the Clerks’ appraisal and 2 courses approved to extend the Clerks knowledge.

21.103 Report from the Facilities Committee Chairman

Cllr Westbury gave a short report to the Council to inform the Council on recent actions taken by the Committee, this included a water meter being installed at the pavilion to be able to better charge the Allotments for their water usage. A social media post was published to received ideas for the Queens platinum jubilee which has had some good responses. Cllr Westbury thanked Cllr Purcicoe and Cllr Clarke for completed some of the works on the Pavilion that were highlighted on the Fire Risk Assessment. Going forward the Facilities committee are working towards a clear strategy for grounds and tree maintenance for the village to better budget the costs.

21.104 Report from the Planning Committee Chairman

Cllr Strawson gave a short report to the Council. She informed the Council that 47-planning applications have been considered by the committee and just over 70% have been approved.



21.105 Overview of report of the Tempest play event and a financial summary of the event
The event was well received and the amended set up to the previous year was very successful. 163 tickets were sold at £5 which totalled £815 with outgoings of £1476.80. Therefore, a net cost to Parish Council of £661.80

Items to approve

21.106 The 27th of July Council Meeting minutes as accurate

Cllr Johnson requested the following be added to the minutes: Cllr Healy declared a personal interest in 21.118 as a member of the tennis club, *Cllr Healy stated this was not a prejudicial interest and Cllr Johnson declared a personal interest in 21.118 as a member of the tennis club, Cllr Johnson stated this was not a prejudicial interest*
The Council resolved to accept the amendment
and to add to item 21.109 *An amendment was proposed to defer approval of the financial summary until Councillors have had a chance to review the supporting financial documents*
The Council resolved not to accept the amendment

With the amendments, the Council resolved to accept the minutes as accurate.

21.107 The 17th of August Extraordinary Council Meeting minutes as accurate

The Council resolved to accept the minutes as accurate

21.108 July and August 2021 Financial Summaries

Financial Summary at 31st July 2021			Financial Summary at 31st August 2021		
Unity Trust opening balance	£154,593.68		Unity Trust opening balance	£144,804.93	
Monthly receipts	£2,220.08		Monthly receipts	£1,448.28	
Monthly payments	£12,014.83		Monthly payments	£6,413.11	
Unity Trust closing balance	£144,804.93		Unity Trust closing balance	£139,840.10	
Nationwide opening balance	£126,427.41		Nationwide opening balance	£126,427.41	
Monthly receipts	£0.00		Monthly receipts	£0.00	
Monthly payments	£0.00		Monthly payments	£0.00	
Nationwide closing balance	£126,427.41		Nationwide closing balance	£126,427.41	
Manfield BS opening balance	£85,855.04		Manfield BS opening balance	£85,855.04	
Monthly receipts	£0.00		Monthly receipts	£0.00	
Monthly payments	£0.00		Monthly payments	£0.00	
Manfield BS closing balance	£85,855.04		Manfield BS closing balance	£85,855.04	
Total Funds	£356,887.38		Total Funds	£351,922.55	
Made up of	Spent in 2021/22		Made up of	Spent in 2021/22	
Best Kept Village reserve	£2,123.12		Best Kept Village reserve	£2,123.12	
S106 Ash2 spend by Feb 2023	£3,653.50	For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish	S106 Ash2 spend by Feb 2023	£3,653.50	For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish
CIL spend by April 2021(Spend extension April 2022)	£5,180.00		CIL spend by April 2021(Spend extension April 2022)	£5,330.00	
CIL spend by April 2022	£21,824.94		CIL spend by April 2022	£21,824.94	
CIL spend by April 2023	£27,408.17	£49,233.11	CIL spend by April 2023	£27,408.17	
CIL spend by April 2024	£39,165.87	£148,398.38	CIL spend by April 2024	£39,165.87	
CIL spend by April 2025	£18,714.96		CIL spend by April 2025	£18,714.96	
CIL spend by January 2026	£1,446.80	£130,932.01	CIL spend by January 2026	£1,446.80	
Council Projects EMR (Lock Up & Furniture)	£3,041.12		Council Projects EMR (Lock Up & Furniture)	£2,941.12	
Village Centre Renovation EMR	£10,000.00		Village Centre Renovation EMR	£10,000.00	
Playground Renovation EMR	£5,000.00		Playground Renovation EMR	£5,000.00	
COVID Winter Scheme Funding NSDC (Not for council general use)	£175.00		COVID Winter Scheme Funding NSDC (Not for council general use)	£175.00	
Total Ear Marked Reserve	£234,753.02		Total Ear Marked Reserve	£223,503.02	
General Reserve	£115,943.40		General Reserve	£115,943.40	
Current fund	£16,190.96		Current fund	£12,476.13	
Total of reserves and current fund	£356,887.38		Total of reserves and current fund	£351,922.55	
Moneys awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council			Moneys awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council		
S106 Miller (Facilities) Spend by September 2023	£77,531.47	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish	S106 Miller (Facilities) Spend by September 2023	£77,531.47	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish
S106 Miller (Open Space) Spend by September 2023	£59,283.81	Open Space, off-site Children's play area	S106 Miller (Open Space) Spend by September 2023	£59,283.81	Open Space, off-site Children's play area
S106 Bellway (Facilities) Spend by August 2024	£57,816.61	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish	S106 Bellway (Facilities) Spend by August 2024	£57,816.61	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish
S106 Bellway (Open Space) Spend by November 2024	£102,983.39	Open Space, off-site Children's play area	S106 Bellway (Open Space) Spend by November 2024	£102,983.39	Open Space, off-site Children's play area

The Council resolved to accept the July and August 2021 Financial Summaries



21.109 Bills for payment for August and September 2021

Bills For Payment August 2021						
Payment to be authorised - Clerk currently has delegation to pay outstanding invoices						
Approval	Payment To	Description	Net	VAT	Gross	FPC Code
NA	MR G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340
VAIDP	Mark Stafford	Blue Lias Stone	£200.00	£0.00	£200.00	4470
VAIDP	Rainworth Fencing	Hadleigh Park Fence Repair	£18.01	£3.60	£21.61	4660
VAIDP	Rainworth Fencing	Hadleigh Park Fence Repair	£56.78	£11.36	£68.14	4660
PCM20.164	Inspire Design	Progress invoice for production of a draft design of sports pavilion to RIBA Stage 1	£1,150.00	£230.00	£1,380.00	4720
PCM20.36.1	Unwin Print	Farnsfield Flyer Printing	£225.00	£0.00	£225.00	4160
VAIDP	AB Electrical	Emergency light repairs	£160.00	£0.00	£160.00	4350
PCM21.99	Enforcement Bailiffs Ltd	Enforcement fees re Unauthorised Encampment	£250.00	£50.00	£300.00	4190
RS	Handicentre	Caretaker purchase e.g. Dustpan and Jeyes Fluid	£22.05	£4.41	£26.46	4660
Pre Paid Invoices						
VA/TK	Amazon	Cleaning Cloths for VC	£7.56	£1.61	£9.17	4370
VAIDP	Amazon	2 x Kettles for VC Upper Kitchen	£24.98	£5.00	£29.98	4360
VAIDP	Amazon	Conference Speaker for Meetings	£65.82	£13.17	£78.99	4130
VAIDP	Amazon	Batteries for Fire Door	£9.12	£1.83	£10.95	4360
PCM20.164	Inspire Design	Liaison with architects, meetings and preparation of design brief for sports pavilion	£500.00	£100.00	£600.00	4720
Direct Debits and Standing Orders						
APM21.62	EDN	Wilson's Field Electricity	Bill not currently available			4522
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220
APM21.62	Tom's Garden	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660
APM21.62	ASL	Monthly Copier Charges	£7.86	£1.57	£9.43	4160
APM21.62	Eon	Village Centre Electricity	£81.81	£4.09	£85.90	4321
APM21.62	Eon	Pavilion Electricity	Bill not currently available			4670
APM21.62	N&S Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324
APM21.62	Waterplus	Pavilion Water	£44.46	£0.00	£44.46	4670
APM21.62	BT	Quarterly Broadband and Phone Contract (Also includes Mobile Phones)	£271.04	£54.20	£325.24	4120
Bills For Payment September 2021						
Payments to be authorised						
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code
NA	MR G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340
PCM20.164	Inspire Design	Progress invoice for feasibility design of sports pavilion	£323.00	£64.60	£387.60	4720
VAIDP/BW	Best4Pests	Removal of Moles from The Acres	£185.00	£0.00	£185.00	4660
	A1 Units	Portakoo x 2 for the Outdoor play	£170.00	£34.00	£204.00	4430
VAIDP/BW	J Whittlestone & Sons Ltd	Fitting of water meter at Pavilion	£266.00	£53.20	£319.20	4670
PCM20.229	Newark & Sherwood DC	Grounds Maintenance Contract April 1st 2021 - March 31st 2022	£9,696.00	£1,739.20	£11,435.20	4660
PCM21.30	Folksy Theatre	Outdoor Play Production Company	£1,200.00	£0.00	£1,200.00	4430
APM21.62	PKF	External Audit Fees	£900.00	£120.00	£1,020.00	4190
VAIDP/SD	WellersHedleys	Solicitors Fees	£696.00	£139.20	£835.20	4190
Pre Paid Invoices (Under Clerks delegation)						
VAIDP/IC	Fire Risk Assessments Online	Pavilion Fire Risk Assessment	£249.00	£49.80	£298.80	4670
Direct Debits and Standing Orders						
APM21.62	EON	Wilson's Field Electricity	£11.48	£0.57	£12.05	4522
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220
APM21.62	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660
APM21.62	ASL	Monthly Copier Charges	£7.13	£1.43	£8.56	4160
APM21.62	Eon	Village Centre Electricity	£85.40	£4.27	£89.67	4321
APM21.62	Eon	Pavilion Electricity	£15.85	£0.79	£16.64	4670
APM21.62	Waterplus	VC Water	£346.30	£0.00	£346.30	4330
APM21.62	N&S Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324
Receipts to note						
September	HMRC	VAT Claim	£3,810.57	£0.00	£3,810.57	999

The Council resolved to accept the bills for payment for August. The Council resolved to accept the bills for payment for September with the exception of the ground's maintenance contact – an itemised invoice has been requested before payment

21.110 The updated Fire Safety Policy and Emergency Evacuation Plan for the Village Centre

The Council resolved to accept the Fire Safety Policy for the Village Centre

The Council resolved to accept the Emergency Evacuation Plan for the Village Centre

The Clerk to arrange distribution and publish

21.111 Amended Standing Orders

The Council resolved to accept the amended Standing Orders – The Clerk to Publish

21.112 The review of the Insurance values

The Council resolved to accept the insurance values as presented – The Clerk to action

21.113 The Village Centre hiring fees to be implemented from 1st January 2022 as recommended by the Facilities Committee

The Council resolved to accept the new hiring fees as recommended by the Facilities Committee to be implemented from 1st January 2022



21.114 The Village Centre Christmas and New Year closure dates

The Council resolved for the Village Centre to be closed from Friday 24th December 2021 – Monday 3rd January 2022 inclusive of those dates

21.115 The reports, receipts and extension requests from the recipients of the COVID-19 grants

The Council resolved to accept the grant spends and receipts from the organisations that received a COVID-19 grant. The Council resolved to accept the change of use for the grant awarded to Get2Gether2 for the organisation to spend the remaining grant of £72.27 on educational books. The Council resolved to allow Farnsfield Pre School a 12 month extension to spend the grant as they have been unable to go on the trip the grant was allocated against due to ongoing COVID restrictions

21.116 The change of use of the grant awarded to Farnsfield Cricket Club

The Council resolved to defer this agenda item to better understand the finances of the grant

21.117 The spend for the 2021 Remembrance Day parade

The Council resolved to cover cost of the road closure to allow the British Legion to march on remembrance Sunday – Cllr Purcicoe will inform the British Legion

21.118 Draft letter re Cotton Mill Lane to Parish Council facility users

The Council resolved to defer the item as there is further information being received

Items to discuss and agree a course of action:

21.119 Data protection of Council Documents

The Council discussed adding a storing data at home section of the data protection policy and review how data is stored within the Village Centre. The Clerk will investigate these and report back to the Council.

21.120 To nominate a new signatory for the banking

The Council resolved for Cllr Puddephatt to take over from Cllr Healy as bank signatory. This will be actioned after Cllr Puddephatt has completed the Q2 audit.

21.121 A Councillor to take over responsibility for preparing and publishing the Farnsfield Flyer

Cllr Strawson, Cllr I Clarke and Cllr Johnson will prepare Novembers Farnsfield Flyer, the Clerk offered to help put the contents together if required

21.122 Christmas event, including organising a Christmas tree and purchasing new Christmas lights if required

The Clerk reported that the Christmas tree had been organised and an offer had been received from Bramley and White to decorate the tree. A recommendation had been received from Cllr Dennis, after dealing with the lights last Christmas, to leave the Christmas lights up on the trees at bottom of The Ridgeway and The Green for Christmas 2021 and then remove all lights from the trees in January. The lights can then be tested, and new ones can be purchased if required and the trees can be pruned before the lights being returned to the trees.

The Council were happy with the above.



21.123 The Hadleigh Park Playground Tender document drafted by the working party
Cllr Johnson left the meeting

The Council requested that the contract award date be amended “by the end of Quarter 1 2022” to allow a longer analysis and a possible consultation period once the Tenders had been received. The Council also proposed to remove item the installation of a mini track to remove all specifics and allow full creative control to those tendering.

With these amendments the Council resolved to accept the Hadleigh Park Playground Tender document – [The Clerk to publish according to the dates outlined](#)

21.124 The Pavilion Fire Risk Assessment Inspection carried out on 23rd August 2021
Cllr Purcicoe previously circulated a summary report of the items that were highlighted on the Pavilion Fire Risk Assessment Inspection. Some items have also been completed including highlighting an exit route using Hi Vis paint, holes in ceiling have been patch with fire proof boarding and signage has been installed as suggested. The electrician has been contacted to install emergency lighting and Smoke detectors also need to be installed. The Fire extinguisher to be added to the VC testing in January. The Clearance of shrubbery may need to be done by a professional – this will be assessed, and quotes obtained if required

21.125 Items for future agenda
How to choose the final design of the playground from the tender responses

Cllr I Clarke left the meeting

21.126 To review legal advice received
The Council reviewed the legal advice received, on the assessment of the document, the Council resolved that the document does not need to be confidential



**Minutes of the Full Council Meeting of Farnsfield Parish Council held
at 715pm on Tuesday 26th October 2021**

Present: Cllrs Purcicoe (Chairman), Westbury (Vice Chairman), I Clarke, K Clarke, Dennis, Hazard, Healy, Johnson, Puddephatt, Selby & Strawson

Also Present: County Councillor Laughton and Vikki Arkell (Clerk & RFO)

21.127 To receive any apologies for absence

No Apologies – Full attendance

21.128 To receive any declarations of interest

Cllr K Clarke declared an interest in items 21.145 & 21.148 as a member of the Cricket Club

Cllr Purcicoe declared an interest in 21.147 as a member of the British Legion

Cllr Dennis declared an interest in 21.147 as a member of the British Legion

Cllr Westbury declared an interest in 21.147 as a member of the British Legion

Cllr Hazard declared an interest in 21.147 as a member of the British Legion

Cllr Strawson declared an interest in 21.142 as the quote has been provided by a family member

21.129 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

Members of the public spoke to the Council on issues within the parish

21.130 Report from the County Councillor

Cllr Laughton was in attendance but had nothing relevant to update The Council on

21.131 Report from the Staffing Committee Chairman

Cllr Puddephatt referred to the item on the agenda and had nothing further to report

21.132 Report from the Finance Committee Chairman

Cllr I Clarke informed the Council that the Committee had deferred the item regarding the change of use of the cricket club grant to Full Council. This was because it was a policy adopted by Full Council, so he felt it was appropriate for the Full Council to make the decision

21.133 Report from the Planning Committee Chairman

Cllr Strawson informed the Council that no decision has been made on the Co-op planning application and that the next planning meeting will be on 9th November

21.134 Progress report from the Wheeled Facility Working Party

The Clerk informed the Council that the wheeled facility Working Party had visited 11 skate park sites to look at the locations, structures and materials of facilities already in place. The Working Party had met recently to work on a tender document and had also approached Wheels for Farnsfield to arrange a meeting with 2 representatives. The Working Party continue to do further research to obtain as much information as possible before proceeding with the tender document

21.135 September 2021 Financial Summary

The Clerk alerted the Council to the change in the Bellway S106 total, which had increased to £68,41661 from £57,81661 due to an error in the previous reporting figures. The Council noted the financial summary

Financial Summary at 30th September 2021		
Unity Trust opening balance	£139,840.10	
Monthly receipts		£49,086.63
Monthly payments		-£8,209.25
Unity Trust closing balance		£180,697.48
Natonwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Natonwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£392,779.93
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	£3,659.50	£13,650.77
CIL spend by April 2021 (Spend extension April 2022)	-£8,653.00	£20,898.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	-£11,558.88	£2,941.12
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	-£175.00	£0.00
Total Ear Marked Reserve		£223,180.02
General Reserve		£115,943.40
Current fund		£53,656.51
Total of reserves and current fund		£392,779.93



For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish

Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council		
S106 Miller (Facilities) Spend by September 2023		£77,531.47
S106 Miller (Open Space) Spend by September 2023	Allocated to the refurbishment of Hadleigh Park Playground	£59,283.81
S106 Bellway (Facilities) Spend by August 2024		£68,416.61
S106 Bellway (Open Space) Spend by November 2024	Allocated to the refurbishment of Hadleigh Park Playground	£102,983.39

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

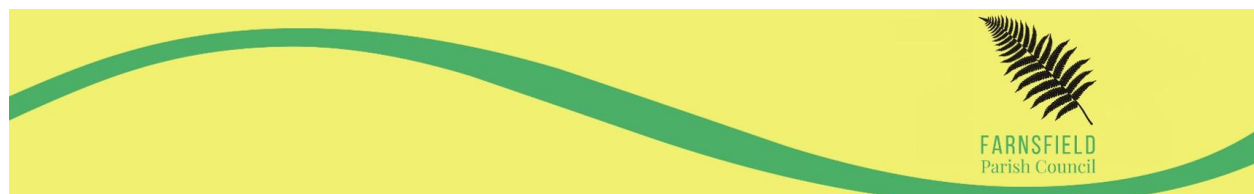
Open Space, off-site Children's play area

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

Open Space, off-site Children's play area

21.136 The 28th of September Council Meeting minutes as accurate

The Council resolved to accept the meeting minutes as accurate



21.137 October bills for Payment

There was some discussion on the grounds maintenance bill as some work is still outstanding. The Council resolved to pay the grounds maintenance bill minus £250 to cover the work still outstanding

The Council resolved not to pay the Inspire invoice until the Council have had the opportunity to discuss the pavilion design

The rest of the bills for payment were accepted and authorised for payment

Bills For Payment October 2021								
Payments to be authorised								
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes	
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340		
PCM20.164	Inspire Design	IDD001024- Progress invoice for feasibility design of sports pavilion	£863.00	£172.60	£1,035.60	4720	CIL	Not Authorised
21.179	MH Building Contractors	Lock Up Ceiling Repairs	£590.00	£0.00	£590.00	4470	Village Projects EMR	
TK/VA	GMS	VC Cleaning Supplies	£145.50	£29.10	£174.60	4370		
DP/VA	HandiCentre	Firesield Plaster Board	£11.63	£2.32	£13.95	4670		
DP/VA	HandiCentre	TBC	£12.46	£2.49	£14.95			
PCM20.229	Newark & Sherwood DC	Grounds Maintenance Contract	£8,696.00	£1,739.20	£10,435.20	4660		Not Authorised
PCM20.229	Newark & Sherwood DC	Grounds Maintenance Contract	£8,446.00	£1,689.20	£10,135.20	4660		Invoice = £8696 - £250 withheld for work outstanding
FAC21.43	Forest Farm Tree Services	Parfitt Drive Copse Clearance	£1,400.00	£280.00	£1,680.00	4660		
VA/DP	D Purcicoe	Expenses - VC paint	£27.71	£0.00	£27.71	4360		
PCM 21.148	Farnsfield Cricket Club	Firework event donation	£500.00	£0.00	£500.00	4765		
Pre Paid Invoices								
F21.70b	Farnsfield Pre-School	Grant Payment	£3,350.00	£0.00	£3,350.00	4765		
F21.70c	Farnsfield Cricket Club	Grant Payment	£1,500.00	£0.00	£1,500.00	4765		
VA/DP	Safety Signs 4 Less	Pavilion Signage	£10.50	£2.12	£12.62	4670		
CC - VA/DP	Amazon	Hi Vis Paint - Pavilion	£10.82	£2.17	£12.99	4670		
Direct Debits and Standing Orders								
APM21.62	EON	Wilson's Field Electricity	£8.93	£0.45	£9.38	4522		
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220		
APM21.62	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660		
APM21.62	ASL	Monthly Copier Charges			Haven't received the invoice yet			
APM21.62	Eon	Village Centre Electricity	£136.36	£6.82	£143.18	4321		
APM21.62	Eon	Pavilion Electricity	£11.19	£0.56	£11.75	4670		
APM21.62	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324		
APM21.62	Waterplus	VC Water	£346.30	£0.00	£346.30	4330	September DD	
Receipts to note								
September 29th	NSDC	Precept	£42,400.00	£0.00	£42,400.00	1076		



21.138 The quote for the painting of the metal railings around the Tennis Club

The Council resolved to accept the quote for £784 to paint the railings on the tennis club (approximately 21 bays) – [The Clerk to contact the contractor](#)

21.139 The quote for remedial electrical work on the Pavilion following the Fire Risk Assessment

The Council resolved to accept the quote for £770, to supply and install 3 main/batt smoke alarms, replace faulty extraction fan, install 1 emergency light over door, and to install a new consumer unit – [The Clerk to contact the contractor](#)

Items to discuss and agree a course of action:

21.140 The pavilion feasibility layout and agree the next step in the project

[The Council deferred the decision on this item to the next meeting.](#) The Council organised a strategy Working Party meeting on Tuesday 2nd November to discuss the feasibility of the pavilion and the information provided by Inspire

21.141 Organising of a Christmas light switch on event

No Councillors were able to commit to organising the event. The Council decided not to go ahead with a formal Christmas light switch on event; the Christmas tree and lights will be switched on without a formal event on Sunday 28th November

21.142 The request to change the use of the grant awarded to Farnsfield Cricket Club

The Council resolved not to accept the request to change the use of the grant as it contravenes the rules set out in the Farnsfield Parish Council Grants Policy, and the grant acceptance form, which states change of use applications must be applied for in advance

21.143 The request by Tenderers to extend the deadline of the Hadleigh Park Playground Tender deadline due to high volumes of enquiries

The Clerk has received numerous written and verbal requests to extend the deadline of the Tender submission due to high workloads on the design teams. The Council resolved to extend the tender submission deadline by 4 weeks to Friday 10th December – [The Clerk to update the online tender document and inform the tenderers](#)

21.144 The request for the British Legion to have the use of Reynolds' Field to hold the annual BBQ as a jubilee celebration event on Saturday 4th June 2022, this would also include loan of tables and chairs as per previous years

The Council resolved to accept the request – [Cllr Purcicoe will inform the RBL](#)

21.145 The request from the Cricket Club to use Wilson's Field for car parking, and a donation to the Bonfire and Firework event on 6th November 2021

The Council resolved to give a donation of £500 to the Bonfire and Firework event – The Council authorised the immediate payment of the donation



21.146 The Parish Council staff sick pay policy

The Council discussed the current sickness pay policy and the sickness pay policy outlined within the NALC model. The Council resolved to adopt the paid sickness allowance to match that outlined within the NALC model contract

“Provided that you comply with the Council’s sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service: one month’s Full pay and (after completing 4 months’ service) 2 months’ half pay

during 2nd year of service: 2 months’ Full pay and 2 months’ half pay

during 3rd year of service: 4 months’ Full pay and 4 months’ half pay

during 4th & 5th - year of service: 5 months’ Full pay and 5 months’ half pay

after 5 years’ service: 6 months’ Full pay and 6 months’ half pay

21.147 To amend the Financial Regulation 111e

The Council resolved to accept the amendment to financial regulation 111e:

*“111e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post **Each tendering firm shall return the Tender in a sealed envelope clearly marked in the top left corner “Tender response – to be opened only by the tender panel” and must remain sealed until the prescribed date for opening tenders for that contract”***

21.148 Items for future agenda

Employee wages/sickness reserve

S106 side agreement

Asset registration update



**Minutes of the Full Council Meeting of Farnsfield Parish Council held
at 7.00pm on Tuesday 23rd November 2021**

Present: Cllrs. Purcicoe (Chairman), Westbury (Vice Chairman), Dennis, I.Clarke, K.Clarke, Hazard, Strawson, Selby, Puddephatt, Johnson and Healy
Also Present: Vikki Arkell (Clerk & RFO)

Items to receive or note

21.149 To receive any apologies for absence

Cllr Laughton send his apologies. Full attendance of Parish Councillors

21.150 To receive any declarations of interest

Cllr Purcicoe declared an interest in 21.174 as a member of the British Legion

Cllr Dennis declared an interest in 21.174 as a member of the British Legion

Cllr Westbury declared an interest in 21.174 as a member of the British Legion

Cllr Hazard declared an interest in 21.174 as a member of the British Legion

Cllr Strawson declared an interest in 21.163 as an invoice has been provided by a family member

21.151 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

Members of the public in the room and online had the opportunity to ask the Council questions

21.152 Report from the County Councillor

Cllr Laughton sent his apologies, there was no report in his absence

21.153 Report from the Finance Committee Chairman

Cllr Clarke gave an overview on what was discussed at the Finance Committee Meeting with the focus being to discuss the draft budget for 22.23

21.154 Report from the Planning Committee Chairman

Cllr Strawson thanked Cllr Purcicoe for chairing the meetings in her absence. Cllr Strawson gave an overview of planning matters and informed the Council that the Co-Op planning application has now been accepted

21.155 Progress report from the Wheeled Facility working party

Cllr Puddephatt gave an overview of the progress that the Wheeled Facility working party had made, including reaching out to Skateboard GB for advice and guidance

21.156 Progress report from the Carpark working party

Cllr Purcicoe informed the Council that the carpark working party has put drafting the tender on a temporary hold whilst the playground tender is open. This is because some of the playground tenderers had suggested that the carpark may be needed for a storage containers and machinery for the playground works.

21.157 Clerks report

The Clerk's report was previous circulated. The Clerk gave an overview of correspondence received and informed the Council that there had been a great response form the Playground Tender, with 10 site visits carried out with interested companies.

Cllr Purcicoe informed the meeting that during site visits with tenderers for the playground he was informed by several of them how impressed they were with the quality of the tender document that had been provided. Cllr Purcicoe expressed his thanks to the clerk for her work.

21.158

October 2021 Financial Summary and the April 2022 CIL spend deadlines

Financial Summary at 31st October		
Unity Trust opening balance	£180,697.48	
Monthly receipts		£1,759.45
Monthly payments		-£21,672.41
Unity Trust closing balance		£160,784.52
Nationwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£372,866.97
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	-£9,261.60	£8,048.67
CIL spend by April 2021 (Spend extension April 2022)	-£6,653.00	£20,898.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	-£14,500.00	£0.00
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	-£175.00	£0.00
Total Ear Marked Reserve		£214,636.80
General Reserve		£115,943.40
Current fund		£42,286.77
Total of reserves and current fund		£372,866.97
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council.		
S106 Miller (Facilities) Spend by September 2023		£77,531.47
S106 Miller (Open Space) Spend by September 2023	Allocated to the refurbishment of Hadleigh Park Playground	£59,283.81
S106 Bellway (Facilities) Spend by August 2024		£68,416.61
S106 Bellway (Open Space) Spend by November 2024	Allocated to the refurbishment of Hadleigh Park Playground	£102,983.39



For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

Open Space, off-site Children's play area

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

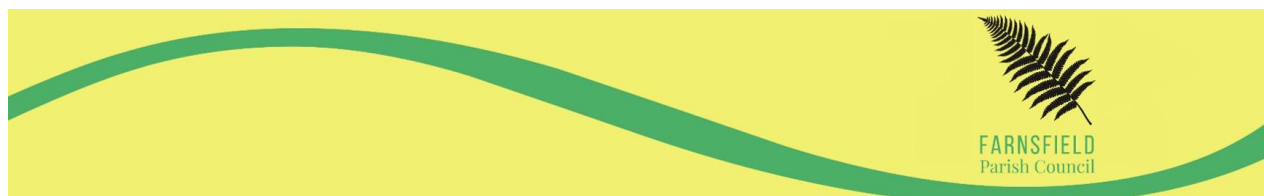
Open Space, off-site Children's play area

The Clerk reminded the Council of the CIL funding that is required to be spent by April 2022. The Council noted the financial summary, Councillors agreed that they need to work on ideas to spend the CIL funding in the new year – **Cllr Westbury is already working on improvements to the MUGA. The Clerk will ask for extension options for the April 2022 CIL as the Council has projects in the planning stage that the funding can be spent on**

Items to approve

21.159 The 26th of October Full Council meeting minutes as accurate

The Council resolved to accept the minutes as accurate



21.160 November bills for payment

Bills For Payment November 2021							
Payments to be authorised							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
PCM20.164	Inspire Design	IDD001024- Progress invoice for feasibility design of sports pavilion	£863.00	£172.60	£1,035.60	4720	CIL
PCM21.124	AB Electrical	Pavilion works highlighted on FRA	£160.00	£0.00	£160.00	4670	
DP/VA	HandiCentre	Pavilion cleaning items	£19.71	£3.94	£23.65	4670	
APM21.62	Newark & Sherwood DC	Dog waste bin emptying annual charge	£1,078.00	£215.60	£1,293.60	4320	
APM21.62	NSDC	Quarterly Playground Inspection	£75.00	£15.00	£90.00	4630	
FAC21.28	NSDC	Southwell Road/Parfit Drive Tree Works	£900.00	£180.00	£1,080.00	4660	
VA/TK	Viking	VC Cleaning products	£61.44	£12.29	£73.73	4370	
	RobRoseMedia	Website Renewal	£7.99	£0.00	£7.99	4120	
FAC21.53	NEOSMART	CCTV Repair	£338.00	£67.60	£405.60	4360	
VA/DP	J.Whittlestone & Sons Ltd	Repair of leaking water pipe at VC	£255.00	£51.00	£306.00	4360	
21.117	Chevron	Remeberence parade road closure	£575.00	£115.00	£690.00	4430	
Pre Paid Invoices							
21.84/VA/DP	NALC	Councillor HR Training	£35.00	£0.00	£35.00	4110	
FAC.21.52	CF Storage	Shelves fitted in the Football Storage Container	£555.00	£111.00	£666.00	4670	S106
VA/DP	SafetySigns4Less	Safety signage for the pavilion	£10.50	£2.12	£12.62	4670	
VA/DP	Amazon	Hi Vis Paint for Pavilion	£10.82	£2.17	£12.99	4670	
VA/TK/VA	ebaths	2 x disabled toilet seats	£226.66	£45.33	£271.99	4360	
Direct Debits and Standing Orders							
APM21.62	EON	Wilson's Field Electricity	£23.53	£1.18	£24.71	4522	
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660	
APM21.62	ASL	Monthly Copier Charges	£3.27	£0.65	£3.92	4160	
APM21.62	Eon	Village Centre Electricity	Bills not available due to account moving to eon next				
APM21.62	Eon	Pavilion Electricity					
APM21.62	N&Sherwood DC	Waste Collection Monthly Charge	£19.36	£0.00	£19.36	4324	
APM21.62	Waterplus	Pavilion & Allotment Water	£145.00	£0.00	£145.00	4670	November DD
APM21.62	British Telecom	Quartely Broadband and Phone	£269.28	£53.85	£323.13	4120	November DD

The Council resolved to accept the bills for payment

Cllr Johnson abstained from voting

Items to discuss and agree a course of action:

21.161 The date of the December Full Council meeting

The Council resolved to hold the December Full Council meeting on 14th December at 7pm

21.162 The creation of a Pavilion working party

The Council resolved to create a working party consisting of Cllr Hazard, Cllr Westbury, Cllr Dennis and Cllr Johnson

21.163 The draft 2022-2023 budget

The Clerk walked the Council through the draft budget, there are still some budget lines that are awaiting more information before the budget can be agreed

21.164 A village maintenance plan/schedule

Cllr Johnson and Cllr Healy prepared a proposed maintenance schedule. Cllr Johnson and Healy will prepare the plan within a 3-5 year structure to be able to plan and budget appropriately

21.165 Hedgerow management at the Acres, Hadleigh Park and Reynold's Field

Cllr Johnson prepared an outline of Hedgerow management at the Acres, Hadleigh Park and Reynolds' Field. Cllr Johnson and Healy will prepare the plan in a 3-5 year structure to be able to plan and budget appropriately



21.166 An annual strim of the fenced in area on Wilson's Field and the "grassed" area near the lock-up and if it should be added to the annual ground maintenance contract

The Council added the fenced in area on Wilson's Field and the grassed area next to the lock up to the annual ground maintenance contract – [the Clerk to action](#)

21.167 The annual grounds maintenance contracts

The Council resolved to continue with Newark and Sherwood District Council to fulfil the "Large" ground's maintenance contract

The Council resolved to accept the quote from Newark and Sherwood District Council to fulfil the "small" ground's maintenance contract

Both contracts will be combined on a three-year agreement from January 2022 – November 2024

21.168 The quotes for year 1 millennium wood management

The Council resolved to accept the quote from Countryside, Landscape & Garden Services

21.169 To purchase a defibrillator and box, with the suggested installation on Reynolds Field attached to the outside of the allotment fence

The Council resolved to purchase a defibrillator and box to be located on the existing Pavilion building at the Acres – [The Clerk to action](#)

21.170 To purchase 1 No. Specimen Acer Rubus (Canadian Red Maple) and 1 No. Quercus Robor (English Oak) to be planted at the Southwell Road entrance to Hadleigh Park

The Council resolved to purchase the two trees at a similar size – [Cllr Purcicoe/The Clerk to order](#)

21.171 Council to allow the RBL the use of the village centre on Saturday 4th June 2022 from 12 Noon till 11.59pm for their Jubilee celebration event

The Council resolved to allow the use of the village centre on Saturday 4th June 2022 by the RBL from 12 Noon till 11.59pm for their Jubilee celebration event charged at the Community rate – [Cllr Purcicoe to inform the RBL](#)

21.172 Items for future agenda

Budget 22/23



**Minutes of the Full Council Meeting of Farnsfield Parish Council held
at 7.00pm on Tuesday 14th December**

Present: Cllrs. Purcicoe (Chairman), Westbury (Vice Chairman), Johnson, Hazard, I. Clarke, K. Clarke, Strawson, Selby, Puddephatt, Dennis and Healy
Also Present: Vikki Arkell (Clerk & RFO)

Items to receive or note

21.173 To receive any apologies for absence

None received

21.174 To receive any declarations of interest

Cllr Westbury declared a non-pecuniary interest in 21.188 as one of the quotes is from a family member

Cllr Strawson declared a non-pecuniary interest in 21.184 as one of the invoices is from a family member

21.175 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

Residents highlighted the following issues:

Concern for the construction traffic for the East Side Development Projects

Re the wheeled facility: Are NSDC and the Police going to be consulted, will planning permission be required and will the public and skate park users be consulted before the tender is released

21.176 Report from the County Councillor

Cllr Laughton was not present

21.177 Progress report from the Pavilion working party

Cllr Dennis gave an update on behalf The Pavilion working party. The working party had their first meeting, tasks have been given to each member of the working party to further research, as well as a tour of a similar facility organised

21.178 Clerks report

a. Correspondence received

The Clerk received a response from NSDC regarding the Councils request for an extension of the CIL due to be spent by April 2022 (21,824.94). A 12-month extension has been granted

All other correspondence had been received and previously circulated to all Councillors
There has been no progress on the S106 side agreement to agree the terms of the s106 funding due to sickness and annual leave within NSDC

b. Hadleigh Park playground tender response

The Clerk informed the Council that 8 tenders had been received with a high standard of design and detail. The Hadleigh Park working party had met to score the responses and will be looking more closely at the top 4 scoring responses before presenting them to Council in January



FARNSFIELD
Parish Council

21.179 November 2021 Financial Summary

Financial Summary at 30th November 2021		
Unity Trust opening balance	£160,784.52	
Monthly receipts		£3,786.90
Monthly payments		-£9,280.65
Unity Trust closing balance		£155,290.77
Nationwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£367,373.22
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	-£9,816.60	£7,493.67
CIL spend by April 2021 (Spend extension April 2022)	-£8,416.00	£19,135.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	-£14,500.00	£0.00
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	-£175.00	£0.00
Total Ear Marked Reserve		£212,318.80
General Reserve		£115,943.40
Current fund		£39,111.02
Total of reserves and current fund		£367,373.22
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council		
S106 Miller (Facilities) Spend by September 2023		£77,531.47
S106 Miller (Open Space) Spend by September 2023	Allocated to the refurbishment of Hadleigh Park Playground	£59,283.81
S106 Bellway (Facilities) Spend by August 2024		£68,416.61
S106 Bellway (Open Space) Spend by November 2024	Allocated to the refurbishment of Hadleigh Park Playground	£102,983.39



For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

Open Space, off-site Children's play area

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

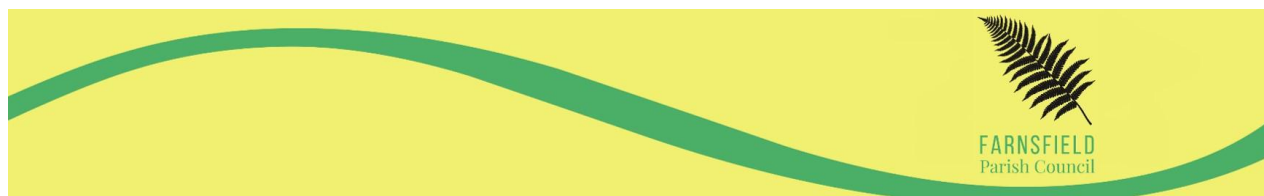
Open Space, off-site Children's play area

The Council noted the financial summary

Items to approve

21.180 The 23rd of November Full Council meeting minutes as accurate

The Council resolved to accept the Full Council meeting minutes as accurate



21.181 December Bills for payment

Bills For Payment December 2021							
Payments to be authorised							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
PCM21.124	AB Electrical	Pavilion works highlighted on FRA	£770.00	£0.00	£770.00	4670	Incorrectly listed on previous bills for payment as £160
FAC21.12	NSDC	6 x 60L Dog Waste Bin	£1,740.00	£348.00	£2,088.00	4520	
FAC21.66	NSDC	2m Ride and Mulch Mow Acres	£352.00	£70.40	£422.40	4660	
APM21.62	NSDC	Annual Playground Inspection	£285.00	£57.00	£342.00	4630	
	Rialtas	Transfer of Data Fee	£25.00	£5.00	£30.00	4220	
FAC21.62	NBB Recycled Furniture	Acres Picnic Benches	£1,940.00	£388.00	£2,328.00	4470	CIL
VA/RS	R Sprigg	Expenses - Paint for footpath 1 railings (ZORO)	£12.82	£2.56	£15.38	4470	
APM21.62	Unwin Print	November Farnsfield Flyer	£145.00	£0.00	£145.00	4160	
DP/VA	HandiCentre	Pavilion Keys	£11.07	£2.21	£13.28	4670	
FAC21.53	NEOSMART	CCTV Repair	£452.00	£90.40	£542.40	4360	
FAC21.53	NEOSMART	CCTV Repair	£62.00	£12.40	£74.40	4360	
Direct Debits and Standing Orders							
APM21.62	EON	Wilson's Field Electricity	£37.82	£1.89	£39.71	4522	
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	Tom's Garden Svcs	Grass and Path Maintenance	£382.50	£0.00	£382.50	4660	
APM21.62	ASL	Monthly Copier Charges	£5.83	£1.17	£7.00	4160	
APM21.62	Eon	Village Centre Electricity	Bills not available due to account moving to eon next				
APM21.62	Eon	Pavilion Electricity					
APM21.62	N&Sherwood DC	Waste Collection Monthly Charge	£19.36	£0.00	£19.36	4324	
APM21.62	British Telecom	Quarterly Broadband and Phone	£269.28	£53.85	£323.13	4120	November DD
APM21.62	Waterplus	VC Water	£256.40	£0.00	£256.40	4330	December DD
APM21.63	British Gas	VC Gas	£21.67	£1.08	£22.75	4330	December DD (Credit of £8.14 so £14.61 will be taken)

The Council resolved to accept the Bills for Payment

Cllr Strawson abstained due to a DOI

21.182 The updated Data Protection Policy

The Council deferred the item to a future meeting

21.183 The adoption of the Bullying and harassment statement created by the Civility and Respect Project

The Council resolved to adopt the Bullying and harassment statement created by the Civility and Respect Project and to publicise the statement on the website – Cllr Westbury to publish

Items to discuss and agree a course of action:

21.184 The Wheeled Facility Tender document drafted by the working party

The Council resolved to go forward with the Tender document as drafted.

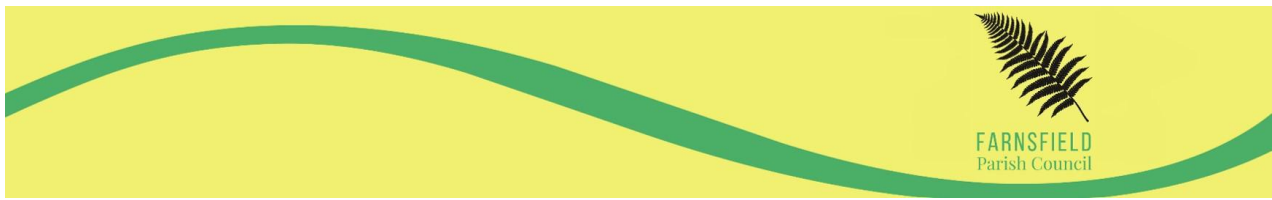
Cllr Johnson voted against moving forward with the Tender and Cllr Strawson abstained from voting

The Council resolved that the Tender publication date would be January 4th 2022 and the deadline for submission would be February 15th 2022– The Clerk to publish according to the dates outlined

Cllr Johnson abstained from Voting

21.185 Quotes for the refurbishment of the MUGA (and lighting) on Wilsons Field

The Council discussed the 6 quotes that were previously circulated. The Council resolved to award the MUGA refurbishment contract to Lightmain at a cost of £14293 Excl VAT



The Council resolved to award the light upgrade contract to Neosmart at a cost of £1,665 Excl VAT. The Council requested that in addition to the quote, motion sensors are added to the lights which may be an additional charge. – The Clerk to provide purchase orders for the works and Cllr Westbury will lead the project

21.186 Purchase of new chairs for the Upper Hall, The Village Centre

The Council previously received a summary of chairs that had been researched and costed by the working party as well as viewed samples.

The Council resolved to purchase 120 SBM2 chairs with vinyl covering and two dollies for a total of £7,754 Excl VAT – The Clerk to organise

21.187 The installation of Christmas illuminated displays on lamp posts from the Green to the bottom of the Ridgeway on approx. 15 light standards as per those at Bilsthorpe

The Council were happy to consider the proposal. Formal quotes will be sought and brought to a future meeting

21.188 The draft 2022-2023 budget

The Council confirmed the budget that will be used to calculate the precept values. The Finance and Risk Committee will review the calculations and make a recommendation at the Full Council Meeting in January.

21.189 Items for future agenda

None – only those that had been deferred.



**Minutes of the Full Council Meeting of Farnsfield Parish Council held
at 7.00pm on Tuesday 25th January 2022**

Present: Cllrs. Purcicoe (Chairman), Westbury (Vice Chairman), Johnson, Hazard, I. Clarke, K. Clarke, Selby, Puddephatt, and Healy
Also Present: Vikki Arkell (Clerk & RFO)

21.190 To receive any apologies for absence

Cllr Strawson and Cllr Dennis sent their apologies which the Clerk stated were acceptable reasons for not attending

Cllr Purcicoe proposed to accept the apologies

Cllr Johnson proposed an amendment to not accept the absences until the Council were aware of what the apologies are. The proposal was seconded by Cllr Healy. The amendment was not carried by vote

The Council resolved to accept the apologies

Cllr Johnson abstained

21.191 To receive any declarations of interest

There were no declarations of interest

21.192 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

Resident shared their concerns with the Council

21.193 Report from the County Councillor

Cllr Laughton was not present to give a report

21.194 Previous meeting report from the Chairman of the Finance Committee

Cllr I Clarke gave the Council a brief report regarding decisions and discussions from the Finance and Risk Meeting held on the 11th January

21.195 Previous meeting report from the Chairman of the Facilities Committee

Cllr Westbury gave the Council a brief report regarding decisions and discussions from the Facilities Committee Meeting held on the 11th January and an update on the MUGA refurbishment project

21.196 Previous meeting report from the Chairman of the Planning Committee

The Clerk gave an update in Cllr Strawson's absence.

The Rustic Crust has been granted permission to function as a takeaway for a period of 12 months from the date of decision. This is to enable evaluation of the impact of the takeaway use in relation to highway safety, and to understand the flow and volume of customers collecting from the premises

21.197 Progress report from the Pavilion working party

The working party hadn't met since the last meeting so there was no update

21.198 Clerks report

Update on works in progress

The Clerk updated the Council on the progress of outstanding works including the delivery date for the upper hall chairs, the erection of the Section 34 sign on Cotton Mill Lane and the roll and aeration works on the acres football pitch. The Clerk also informed the Council that using the Clerk and Chairman delegation, a quote from NSDC was accepted to replace the bulbs that were out in the lights in Hadleigh Park carpark.



Finally, the Clerk updated the Council on the registration of Council owned assets which is now progressing at a good pace, the Village Centre has now been registered with a possessory title

c. Correspondence received

All correspondence was previously circulated – no comments

d. Wheeled Facility tender response

The Clerk informed the Council that interest, and questions had only been received from one company. An invitation to tender had been sent to six companies as well as the tender being placed on the government tender portal. The Clerk had received notice from two companies to say that they will not be submitting a proposal due to other commitments

21.199 December 2021 Financial Summary

The Council noted the December 2021 Financial Summary

Financial Summary at 31st December 2021		
Unity Trust opening balance	£155,290.77	
Monthly receipts		£4,513.72
Monthly payments		-£15,355.59
Unity Trust closing balance		£144,448.90
Nationwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£356,531.35
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	-£9,816.60	£7,493.67
CIL spend by April 2021 (Spend extension April 2022)	-£10,356.00	£17,195.27
CIL spend by April 2022		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,185.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	-£14,500.00	£0.00
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	-£175.00	£0.00
Total Ear Marked Reserve		£210,378.80
General Reserve		£115,943.40
Current fund		£30,209.15
Total of reserves and current fund		£356,531.35
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council		
S106 Miller (Facilities) Spend by September 2023		£77,531.47
S106 Miller (Open Space) Spend by September 2023	Allocated to the refurbishment of Hadleigh Park Playground	£59,283.81
S106 Bellway (Facilities) Spend by August 2024		£68,416.61
S106 Bellway (Open Space) Spend by November 2024	Allocated to the refurbishment of Hadleigh Park Playground	£102,983.39

21.200 The 14th December Full Council meeting minutes as accurate

The Council resolved to accept the December Full Council meeting minutes as accurate



21.201 January bills for payment
The Council resolved to accept the January bills for payment

Bills For Payment January 2022							
Payments to be authorised							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
FAC21.15	NSDC	Tree Survey	£1,894.00	£378.80	£2,272.80	4660	
21.17	NSDC	Tree Planting Parfitt Drive	£196.70	£39.34	£236.04	4660	
APM21.62	NSDC	Quarterly Playground Inspection	£75.00	£15.00	£90.00	4630	
RS	HandiCentre	Wheelbarrow	£45.82	£9.16	£54.98	4660	
APM21.204	PPLPRS	VC Music Licence	£179.39	£35.88	£215.27	4420	
APM21.204	Kirland and Lane	Village Centre Registry Fees	£704.00	£100.00	£804.00	4190	
VA/DP	J.Whittlestone & Sons Ltd	Village Centre Heating Repairs	£320.00	£64.00	£384.00	4670	
VA/DP	J.Whittlestone & Sons Ltd	Village Centre Heating Repairs	£318.00	£63.60	£381.60	4670	
APM21.204	Barry Westbury	Expenses (Website domain renewal)	£45.32	£0.00	£45.32	4220	
APM21.204	Parish Online	Parish Online Annual Subscription	£67.50	£13.50	£81.00	4140	This has increase by £9 from last year
APM21.204	Hill View Patient Participation Group	From the Councillors' Divisional Fund to route to the PPG to purchase a Heine HL5000 Minor Surgery Light	£434.04	£0.00	£434.04	4785	
Pre Paid Invoices							
VA/BW	Best4Pests	Mole removal on acres and Hadleigh Park	£250.00	£0.00	£250.00	4660/4670	Paid in December
21.189	Alpha Furniture	Deposit for VC Chairs	£1,958.50	£391.70	£2,350.20	4360	Paid in December
21.84/VA/DP	NALC	Councillor & Clerk Finance Training	£120.00	£0.00	£120.00	4110	Paid in January
21.84/VA/DP	NALC	Councillor Finance Training	£60.00	£0.00	£60.00	4110	Paid in January
APM21.62	HMRC	PAYE & NI for Q2	£343.91	£0.00	£343.91	4000/4010	Paid in January
21.169	Defib4Life	Pavilion Defib & Storage Cabinet	£1,339.00	£267.80	£1,606.80	4000/4010	Paid in January
Direct Debits and Standing Orders							
APM21.62	EON	Wilson's Field Electricity	£38.86	£1.94	£40.80	4522	
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	ASL	Monthly Copier Charges	£4.98	£0.90	£5.88	4160	
APM21.62	Eon	Village Centre Electricity	£149.93	£7.50	£157.43	4321	
APM21.62	Eon	Pavilion Electricity	£17.81	£0.89	£18.70	4670	
APM21.62	N&Sherwood DC	Waste Collection Monthly Charge	£19.36	£0.00	£19.36	4324	
APM21.62	Waterplus	VC Water		No bill received at 18/01/2022			
APM21.62	British Gas	VC Gas		No bill received at 18/01/2022			
APM21.62	ICO	Data protection renewal	£40.00	£0.00	£40.00	4190	
APM21.62	PEAC	Quarterly Copier Rental	£101.00	£20.20	£121.20	4160	

21.202 The 2022 Farnsfield Parish Council Strategic Plan
With an amendment suggested by Cllr Healy, the Council resolved to accept the Parish Council Strategic Plan for 2022 - Cllr Westbury to publish on the website

21.203 The finalised annual grounds maintenance contract
The Council resolved to defer awarding the maintenance contract to make further amendments. The Council resolved to form a working party to discuss the contract with NSDC and present a final copy at the February Full Council meeting. The Council formed a working party of Cllr Healy, Cllr Johnson, Cllr Purcicoe supported by the Clerk

21.204 The 2022-2023 budget as recommended by the Finance and Risk Committee
The Finance and Risk Committee recommended a finalised complete budget. The Council resolved to accept the budget as recommended for the 2022-2023 year – The Clerk to publish

21.205 The Finance and Risk committee's recommendation for the 2022-2023 precept request - The Council is to approve the cash value of the precept request for 2022/23
The Finance and Risk Committee recommended requesting a cash precept of £85,372 which would result in an estimated band D increase of 0.06%. The Council resolved to accept the recommendation and request a precept of £85,372 - The Clerk to complete the relevant paperwork



21.206 Following the Tender Process - To award the contract to design, supply and install the new toddler play equipment and safety surfacing at the existing Hadleigh play facility as well as create a new second play area for older children

The 8 tenders received were scored by the working party using the criteria outlined within the tender brief and the top four scoring submissions were considered by Council.

The Council resolved that the top scoring design put forward by Proludic was the preferred concept and tender submission. [The Clerk to inform the successful and unsuccessful tenderers.](#)

The working party will look over the submission further and discuss with Proludic the final details to be agreed at Council on 22nd February. The Clerk to further chase the S106 side agreement for the funding of this project to be finalised with NSDC

21.207 The quotes received following the recommendations by the Facilities Committee to replace the Lower Hall/Attic Boiler in the Village Centre

The Council sought 4 quotes, 2 contractors responded. The Council resolved to accept the quote from J.Whittlestone & Sons Ltd – [The Clerk to contact](#)

21.208 To appoint an internal auditor to perform the formal Internal Audit

On the recommendation of the Finance and Risk Committee the Council resolved to appoint D A Dixon to perform the formal Internal Audit – [The Clerk to contact](#)

21.209 The quotes received to complete the required work highlighted on the Village Tree Survey

The Council discussed the quotes previously circulated. The Council resolved to accept the quote from NSDC to complete the outstanding high risk works outlined within the Tree Survey at a total of £3125 excl VAT - [The Clerk to contact](#)

21.210 Making the Clerk's temporary increase in hours (from 20 to 22 per week) permanent
The Council resolved for the Clerk's temporary increase in hours from 20 to 22 per week to be made permanent

21.211 The removal and replacing of the imitation windows on the rear of the Village Centre
[Cllr Westbury and Cllr Purcicoe](#) will get quotes for the imitation windows on the rear of the Village Centre removed and move forward based on the advice received

21.212 The quotes received to provide a plaque at the entrance to Parfitt Drive to recognise the mixed English/Canadian crew of the Halifax bomber with the two trees planted

The Council resolved to accept the quote previously circulated for both plaques to be replaced to match

Cllr Healy abstained from voting Cllr Johnson voted against the proposal

21.213 The installation of 2 Insect Lodges and 6 Buddleia bushes within the Copse at Hadleigh Park

The Council resolved to install 2 Insect Lodges and 6 bushes within the Copse at Hadleigh Park – [The Clerk to order the insect lodges and to discuss suitable bushes with the interested resident](#)

21.214 The Farnsfield Parish Council Publication Summary

[This was postponed to the next meeting](#)

21.215 Items for future agenda

Grounds maintenance contact and postponed items



**Minutes of the Full Council Meeting of Farnsfield Parish Council held
at 7.00pm on Tuesday 22nd February 2022**

Present: Cllrs. Purcicoe (Chairman), Westbury (Vice Chairman), Dennis, Strawson, Johnson, Hazard, I.Clarke, K.Clarke, Selby, Puddephatt, and Healy
Also Present: Vikki Arkell (Clerk & RFO)

Items to receive or note

21.216 To receive any apologies for absence

No apologies – Full Attendance

21.217 To receive any declarations of interest

No declarations of interest

21.218 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

The Council received questions from the public. One member of the public requested to be able to ask questions during agenda item 21.234 dependent on the line of discussion

21.219 Report from the County Councillor

Cllr Laughton was not present at this time

21.220 Previous meeting report from the Chairman of the Staffing Committee

Cllr Puddephatt gave the Council an overview of discussions and the decisions made at the most recent staffing committee meeting

21.221 Previous meeting report from the Chairman of the Planning Committee

Cllr Strawson gave the Council an overview of discussions and decision made at the most recent planning committee meeting

21.222 Clerks report

e. Update on works in progress

The Clerk gave the Council an update on the works in progress within the village and village centre.

The trees that have TPO's on them have had permission applied for to carry out the works highlighted on the tree survey. NSDC have complete the hedge line trimming alongside footpaths and roads and the hedge line between Hadleigh Park and Allotments/Reynolds has been reduced in height to 3m. They have also completed the roll and aeration works on the Acres football pitch.

The fencing has been painted outside the tennis club and the new Halifax bomber plaques have been installed with great online feedback. The Village Centre boiler has now been replaced and the new upper hall chairs have been received

f. Correspondence received

The Clerk explained that the S106 agreement had been received the day of the meeting. Confirmation had been received that the Council has been accepted for an additional bank account and, had also been asked to complete a banking review for one of the accounts already held, this had been completed and returned



21.223 January 2022 Financial Summary

The Council noted the January 2022 Financial Summary

Financial Summary at 31st January 2022		
Unity Trust opening balance	£144,448.90	
Monthly receipts		£2,888.69
Monthly payments		-£8,989.77
Unity Trust closing balance		£138,347.82
Nationwide opening balance	£126,427.41	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,427.41
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£350,430.27
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	-£9,816.60	£7,493.67
CIL spend by April 2021 (Spend extension April 2022)	-£11,695.00	£15,856.27
CIL spend by April 2022 (Spend extension April 2023)		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,165.87
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	-£14,500.00	£0.00
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	-£175.00	£0.00
Total Ear Marked Reserve		£209,039.80
General Reserve		£115,943.40
Current fund		£25,447.07
Total of reserves and current fund		£350,430.27
Monies awarded to Farnsfield Parish Council, held by Newark and Sherwood District Council		
S106 Miller (Facilities) Spend by September 2023		£77,531.47
S106 Miller (Open Space) Spend by September 2023	Allocated to the refurbishment of Hadleigh Park Playground	£59,283.81
S106 Bellway (Facilities) Spend by August 2024		£68,416.61
S106 Bellway (Open Space) Spend by November 2024	Allocated to the refurbishment of Hadleigh Park Playground	£102,983.39



For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish
£16000 - Allocated to the MUGA refurbishment

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

Open Space, off-site Children's play area

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

Open Space, off-site Children's play area

Items to approve

21.224 The 25th of January Full Council meeting minutes as accurate

The Council resolved to accept the January Full Council meeting minutes as accurate

21.225 February Bills for payment

The Council resolved to accept the February Bills for payment

Bills For Payment February							
Payments to be authorised							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
TK	GMS	VC Cleaning Products	£51.00	£10.20	£61.20	4340	
TK	GMS	VC Cleaning Products	£65.80	£13.16	£78.96	4340	
DP/VA	HandiCentre	Pavilion Key Cutting	£7.58	£1.55	£9.13	4670	
APM21.62	Mercury Alarms	Replacement alarm battery and key	£62.00	£12.40	£74.40	4350	
FAC.21.79	NSDC	Aeration Works at The Acres	£375.00	£75.00	£450.00	4670	
PCM21.138	Sherwood Decorators	RE: Redecoration of Railings Alongside Tennis Courts, Station Lane	£784.00	£0.00	£784.00	4630	
DP/VA	NSDC	Replace Car Park Lights at Parfitt Drive	£485.00	£97.00	£582.00	4620	
FAC21.80	Rainworth Fencing	Repair to fencing at Reynolds Field	£10.50	£2.10	£12.60	4470	
PCM21.215	Judson Signs	Halifax Bomber Plaques	£516.00	£103.20	£619.20	4660	
Pre Paid Invoices							
APM21.62	HMRC	PAYE & NI for Q3	£305.39	£0.00	£305.39	4000/4010	Paid in February
PCM21.216	Gardennature	Corsica Insect Lodges x 2	£316.58	£63.32	£379.90	4470	
Direct Debits and Standing Orders							
APM21.62	EON	Wilson's Field Electricity	£40.12	£2.01	£42.13	4522	
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	ASL	Monthly Copier Charges	£4.62	£0.92	£5.54	4160	
APM21.62	Eon	Village Centre Electricity	£155.11	£7.76	£162.87	4321	
APM21.62	Eon	Pavilion Electricity	Error on account, incorrectly showing £1800 in credit. Reading has been submitted for correction				
APM21.62	Waterplus	Pavilion/Allotments Water	£67.80	£0.00	£67.80	4670	
APM21.62	British Gas (Jan Bill)	VC Gas	£15.09	£0.75	£15.84	4330	January DD
APM21.62	British Telecom	Quarterly Broadband and Phone	£273.30	£54.66	£327.96	4120	February DD



21.226 The draft Policy and Procedure for Vexatious Complaints and Actions

Cllr Johnson asked for the votes to be recorded.

Votes for: Cllr I Clarke, Cllr Puddehatt, Cllr Dennis, Cllr Purcicoe, Cllr Westbury, Cllr Selby and Cllr Hazard.

Votes against: Cllr Strawson, Cllr Johnson and Cllr Healy.

Abstention: Cllr K Clarke

The Council resolved to adopt the Policy and Procedure for Vexatious Complaints and Actions

Items to discuss and agree a course of action:

21.227 The Risk Management Register/Scheme and the High Risks to be resolved in 21-22

The Risk management scheme was previously reviewed and reformatted by the Finance and Risk Committee. The Council resolved to accept the reformatted risk register. [Cllr Westbury to publish on the website](#)

21.228 The working party recommended finalised annual grounds maintenance contract

The working party had met with Ben Stacey at Newark and Sherwood Council. The working party gave an overview and explained the small changes to the contract. The Council resolved to accept the amended contract for 2022-2025

Cllr Laughton joined the meeting and gave his report:

Cllr Laughton explained that a meeting would be held for all the parish councils to attend to discuss the devolution bill. The devolution bill was published, and Nottingham has been identified as one of the lead authorities to take part in the bill. There are 3 levels of devolution which would change the way the powers are organised within the Council

21.229 The working party recommended final design of the new play area at Hadleigh Park, certificate of lawfulness and contract agreement

The Council discussed the amended design from Proludic. The Council resolved to accept the design as the final design with the addition of a pathway. The Council accepted the final cost of £171,960.19 to be funded from the Bellway and Miller S106 developer funding with the remainder being funded by CIL. [The Clerk to apply for a Certificate of Lawful Development](#)

21.230 The wheeled facility tender responses and the recommendation from the working party on the next steps to be taken

A summary was previous circulated, the Clerk gave the council overview of the working parties findings.

Cllr Purcicoe permitted the member of the public to ask their questions regarding this agenda item.

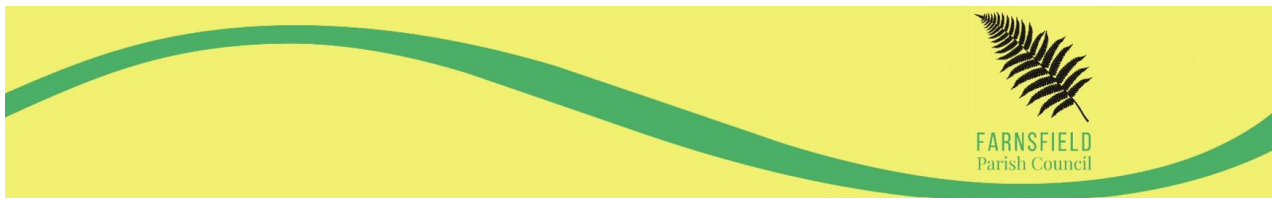
The Council accepted the recommendation of the working party to work with the higher scoring tender proposal and to discuss with them how to work with the users to create a final design. [The Clerk to discuss the change in footpath surface.](#)

21.231 The application for service for Co-op Temporary Store, Main Street, Farnsfield

The Council resolved not to make a comment about the application

21.232 The quote received for the installation of Christmas illuminated displays on lamp posts from the Green to the bottom of the Ridgeway

The Council resolved to progress with the idea and to contact the local businesses to see if they will help fund the lights



21.233 The quotes received for the removal and replacing of the imitation windows on the rear of the Village Centre

The Council proposed to accept the quote to replace the imitation windows with white UPVC windows to match the existing windows. [The Clerk to organise the work](#)

21.234 The quotes received to refurbish the three-way fingerpost sign situated on The Green

The Council resolved to accept the quote to refurbish the three-way fingerpost sign situated on The Green and replace the boards with a bold font. [Cllr Healy to discuss with the contractors the best time to complete the works](#)

21.235 The quotes received to refurbish notice boards within the village

The Council discussed the quotes. The Council resolved to defer the item to receive further quotes

21.236 The Farnsfield Parish Council publication summary

The Council was happy with summary and the Clerk/Cllr Westbury will publish in accordance with the summary

21.237 The underwriting of the outdoor play on Reynolds field on Sunday 24th July 2022

The Council resolved to underwrite the outdoor play on Reynolds field

21.238 Items for future agenda

An additional Full Council meeting will be held on Tuesday 8th March to sign the S106 agreements for Hadleigh Park, to agree the purchase order to Proludic and to discuss the wheeled facility project



**Minutes of the Full Council Committee's Meeting held on
Tuesday 8th March 2022 at 6:45pm**

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

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

Also Present: Vikki Arkell (Clerk & RFO)

21.239 To receive any apologies for absence

Cllr Strawson, Cllr Healy and Cllr Johnson - The Council resolved to accept the apologies

21.240 To receive any declarations of interest

No declarations were made by Councillors

21.241 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

Council received questions from the members of the public

Items to approve

21.242 The 22nd of February 2022 Full Council meeting minutes as accurate

The Council resolved to accept the meeting minutes as accurate

Items to discuss and agree a course of action:

21.243 The S106 agreement from the Bellway (£102,983.39) and Miller (£59,283.81) Developments to be used as the funding for the Hadleigh Park Refurbishment

The Council approved both agreements and permitted the Clerk and Chairman to sign the agreements on behalf of the Council

21.244 The purchase order and acceptance of quote for the Hadleigh Park Playground refurbishment

The Council resolved to accept quote 2202.32672 (£171,210.19) from Proludic and the CAD design of the same number. [The Clerk to notify Proludic](#)

21.245 Following the Tender Process - To award the contract to design, supply and install an inclusive wheeled sports facility, including provision for CCTV, at The Acres Playing Fields

The updated quote was previously circulated to include the change of path from loose stone to concrete. The Company had been vetted using an Endole Report. This comprehensive report assesses a company's credit risk and financial status. The report showed that the contractor was financially sound.

The Council accepted the updated quote and resolved to award the wheeled facility contract to Bendcrete. [The Clerk to communicate with the contractor on next steps, including consulting the potential wheeled facility users in the final design process](#)

21.246 Items for future agenda

Pump Track

Target Hardening



**Minutes of the Full Council Meeting held on
Tuesday 22nd March 2022 at 7pm**

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

Present: Cllrs. Purcicoe (Chairman), Westbury (Vice Chairman), Hazard, Dennis, I. Clarke, K. Clarke, Selby, Puddephatt, Johnson, Strawson and Healy
Also Present: Vikki Arkell (Clerk & RFO)

The meeting started at 7:04

Items to receive or note

21.247 To receive any apologies for absence

No apologies – Full Attendance

21.248 To receive any declarations of interest

No declarations made

21.249 Due to the nature of the business to be discussed it is recommended that agenda item 21.278 & 21.279 requires 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

Due to the nature of business the Council resolved to exclude the public and press from agenda items 21.278 and 21.279

21.250 10 minutes for the public to comment, ask questions about agenda items or items to be considered for a future agenda

The public had the opportunity to ask the council questions about items to be considered

21.251 Report from the County Councillor

Cllr Laughton was not in attendance

21.252 Previous meeting report from the Chairman of the Facilities Committee

Cllr Westbury gave the Council an overview of discussions and decision made at the most recent Facilities Committee meeting

21.253 Previous meeting report from the Chairman of the Finance and Risk Committee

Cllr I Clarke gave the Council an overview of discussions and decision made at the most recent Facilities Committee meeting

21.254 Clerks report

g. Update on works in progress

The Clerk gave an update on works within the village. The trees that have TPOs on them have had the permission granted to conduct the works highlighted on the tree survey - work to commence the 4th of April. The 15 damaged village centre chairs are being replaced with new with no need to return the damaged ones, approx. 12 can be salvaged by mix matching upholstery to usable (but chipped) frames.

There was a site meeting with the installer from Proludic last Friday. The expected start date is the first week in June but this will be confirmed two weeks before, with an expected time to complete of 8-10 weeks. The site will be secured behind Heras fencing and no materials or equipment will be left on site overnight or at weekends. There will be approx. 2 parking bays fenced off for contractors use - [Farnsfield Parish Council to notify the residents of playground closure via social media etc and to post notices on site in advance of closure](#)

h. Correspondence received



FARNSFIELD
Parish Council

Confirmation has been received that Cockett Lane is suitable for the Roadmaster machine, and ViaEM will ensure that Cockett Lane is one of the first sites on the programme when it starts in April. Confirmation/acceptance of the road closure of New Hill has been received for Saturday 4th June for the Jubilee Celebrations - **Farnsfield Parish Council to do notify residents affected and notify through social media**

21.255 February 2021 Financial Summary The Council noted the financial summary

Financial Summary at 28th February 2022		
Unity Trust opening balance	£138,347.82	
Monthly receipts		£7,387.53
Monthly payments		-£7,208.89
Unity Trust closing balance		£138,526.46
Nationwide opening balance	£126,427.41	
Monthly receipts		£12.64
Monthly payments		£0.00
Nationwide closing balance		£126,440.05
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£599.59
Monthly payments		£0.00
Mansfield BS closing balance		£86,254.63
Total Funds		£351,221.14
Made up of	Spent in 2021/22	
Best Kept Village reserve		£2,129.12
S106 Ash2 spend by Feb 2023	-£9,816.60	£7,493.67
CIL spend by April 2021 (Spend extension April 2022)	-£11,695.00	£15,856.27
CIL spend by April 2022 (Spend extension April 2023)		£21,824.94
CIL spend by April 2023		£27,408.17
CIL spend by April 2024		£99,155.67
CIL spend by April 2025		£18,714.96
CIL spend by January 2026		£1,446.80
Council Projects EMR (Lock Up & Furniture)	-£14,500.00	£0.00
Village Centre Renovation EMR		£10,000.00
Playground Renovation EMR		£5,000.00
COVID Winter Scheme Funding NSDC (Not for council general use)	-£175.00	£0.00
Total Ear Marked Reserve		£209,039.80
General Reserve		£115,943.40
Current fund		£26,237.94
Total of reserves and current fund		£351,221.14
Moneys awarded to Farnsfield Parish Council, held by Newark and Sherwood District Council		
S106 Miller (Facilities) Spend by September 2023		£77,531.47
S106 Miller (Open Space) Spend by September 2023	Allocated to the refurbishment of Hadleigh Park Playground	£59,283.61
S106 Bellway (Facilities) Spend by August 2024		£68,416.61
S106 Bellway (Open Space) Spend by November 2024	Allocated to the refurbishment of Hadleigh Park Playground	£102,983.39



For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish
£16000 - Allocated to the MUGA refurbishment

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

Open Space, off-site Children's play area

For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

Open Space, off-site Children's play area

Items to approve

21.256 The 8th of March Full Council meeting minutes as accurate
The Council resolved to accept the meeting minutes as accurate

21.257 March Bills for payment



The Council resolved to accept the March Bills for payment

Bills For Payment March 2022							
Payments to be authorised							
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
	CarisbrookLtd	Millennium Wood Tree Works	£1,800.00	£360.00	£2,160.00	4660	To be paid on 1st April 2022
APM21.62	NALC	NALC Annual subscription	£547.70	£0.00	£547.70	4140	
APM21.210	J.Whittlestone & Sons Ltd	Replacement boiler for lower hall VC	£2,920.00	£584.00	£3,504.00	4360	
APM21.62	NSDC	Dog waste bin emptying	£1,128.00	£225.60	£1,353.60	4520	
FAC21.80	HandiCentre	Repair to fencing at Reynolds Field	£39.92	£7.98	£47.90	4660	
FAC21.80	HandiCentre	Repair to fencing at Reynolds Field	£82.37	£16.47	£98.84	4660	
APM21.62	Nottinghamshire Fire Safety Ltd	Fire extinguisher testing	£111.35	£22.27	£133.62	4350	
PCM21.188	Lightmain	Refurbishment of the MUGA	£14,293.00	£2,858.60	£17,151.60		CIL
VA/DP	PK Pest Control	Mole removal at the Acres	£150.00	£0.00	£150.00	4670/4660	
PCM21.188	Neosmart	Light upgrade at the MUGA	£1,665.28	£333.06	£1,998.34		
FAC 21.81	Nottingham County Council	Bus Stop Notice Boards	£400.00	£80.00	£480.00	4470	
Pre Paid Invoices							
N/A	Ebay	Magnets for notice board			£3.25	4130	On February CC Statement
N/A	Post Office	Postage for bank application			£7.65	4130	On February CC Statement
RS/VA	Lamps 2 U	Lighting for the VC			£41.10	4360	On February CC Statement
Direct Debits and Standing Orders							
APM21.62	EON	Wilson's Field Electricity	£40.05	£2.00	£42.05	4522	
APM21.62	Zest Group	Monthly 365 Services	£106.30	£21.26	£127.56	4220	
APM21.62	ASL	Monthly Copier Charges					No Bill received at 15/03/2022
APM21.62	Eon	Village Centre Electricity	£247.57	£49.51	£297.08	4321	This is high because of the portable heater
APM21.62	Eon	Pavilion Electricity	£24.66	£1.23	£25.89	4670	
APM21.62	Waterplus	Pavilion/Allotments Water	-£46.63	£0.00	-£46.63	4670	
APM21.62	British Gas (Feb Bill)	VC Gas	£22.44	£1.12	£23.56	4330	March DD
Receipts to note							
18th February	HMRC	VAT refund Q3	4556.28	£0.00	4556.28		
8th March	HMRC	VAT refund Q2	£1,769.07	£0.00	£1,769.07		
11th March	NSDC	LIS Grant	£20,000.00	£0.00	£20,000.00		

21.258 The movement of funds to earmarked reserves as recommended by the finance committee
The Council resolved to accept the movement to reserves

21.259 The movement of £84,000 from Unity Trust bank to Cambridge Building Society
The Council resolved to move the £84,000 from Unity Trust bank to Cambridge Building Society - [The Clerk to organise](#)

21.260 The application to the Platinum Jubilee Parish Council Grant Scheme
The Council resolved to apply for the grant to contribute towards the Platinum Jubilee beacon - [The Clerk to complete](#)

21.261 The draft Personal Data Protection Policy
The Council resolved to adopt the personal data protection policy - [The Clerk to publish](#)

21.262 The draft Records Management and Security Policy
With the change of the date of the Data Protection Act and CCTV to be added to the retention scheme, the Council resolved to adopt the Records Management and Security Policy - [The Clerk to publish](#)

21.263 To Privacy Notice (No changes made)
With the clerk's phone number added, the Council resolved to continue with the same policy and readopt for the next 12 months - [The Clerk to publish](#)

Items to discuss and agree a course of action:

21.264 The date, format and location for the 2022 Annual Meeting of the Parish - (Must be held between 1st March and the 31st of June 2022)

The Council resolved to hold the annual meeting of the parish on the 24th of May 6:00pm – 7:00 and to move the Council meeting to 7:20- [To be advertised in the Farnsfield Flyer, online and in notice boards](#)

21.265 The proposal from the Staffing Committee to award all staff the 1.75% pay increase as outlined in the NALC annual salary awards, and to back pay the increase from April 2021



The Council resolved to accept the recommendations from the Staffing Committee to award all staff the 1.75% pay increase as outlined in the NALC annual salary awards, and to back pay the increase to April 2021

21.266 The quote received for the installation of Christmas illuminated displays on lamp posts from the Green to the bottom of the Ridgeway

The Council resolved to accept the quote for the Christmas display to be installed on a 3-year contract - - [The Clerk to organise](#)

21.267 The quotes received to refurbish notice boards within the village

The Council resolved to accept the quote to just paint the 3 notice boards and 3 lecterns – [Cllrs Purcicoe to organise](#)

21.268 The proposal to purchase lamp post poppies along Mansfield Road, Main Street and Southwell Road from 30mph signs at each end of village

Cllr Westbury explained that the poppies would be made from reclaimed plastic to add to the lampposts. The Council discussed the option and other ideas to support the Royal British Legion and to raise awareness. The Council resolved to purchase 40 poppies for £2.60 each – [Cllr Westbury to organise](#)

21.269 The refurbishment/removal of the shelter and the Football Goals on Wilsons Field

The Council discussed the quotes received for both the refurbishment and removal of the shelter and football goals. The Council discussed the financial regulation of striving to get 3 quotes for works, however decided that due to the high quality of work shown by Lightmain because they were the cheapest contractor for the MUGA, that the council did not need to seek further quotes.

The Council resolved to replace the goal posts with nets and refurbish the shelter. After refurbishment, the shelter should be refitted in an appropriate place – [Cllr Westbury and Purcicoe to lead on the project](#)

21.270 The provision of a pump track at the Acres

Cllr I Clarke explained to the Council that it is something that he is looking at as he believes it is something that would be a good asset to the area

21.271 The grant application from the Bowls Club to replace their boundary fencing

The Council discussed the application. The Council resolved to award the grant with the request that the Bowls Club take advice regarding hedgehogs moving through the fencing. The grant is to be awarded from the Miller S106 funding – [Clerk to notify the Bowls club and apply to NSDC for the S106 funding.](#)

21.272 The quote to create a vehicle proof boundary of the Hadleigh Park area

[This item was postponed to the next meeting](#)

21.273 The quote to remove the old unused swing pad located at the Acres

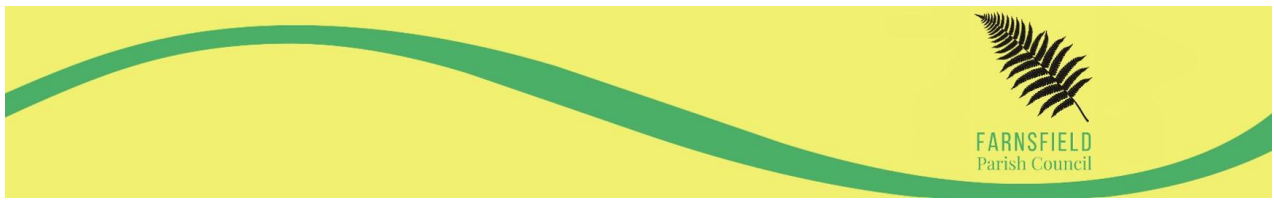
The Council resolved to accept the quote to remove the old unused swing pad located at the Acres – [Cllr Purcicoe to organise](#)

21.274 The quote to paint the lampposts on Wilsons Field

The Council resolved to accept the quote to paint the lampposts on Wilsons Field - [Cllr Purcicoe to organise](#)

21.275 The ticket pricing for the outdoor play on Reynolds field on Sunday 24th July 2022

The Council resolved for the tickets to be £12 for adults and £8 for U16s



21.276 To consider matters relating to Village Centre hire

The Council resolved to issue the refund of the security deposit - [The Clerk to organise](#)

21.277 To consider legal matters

The Council discussed the options and resolved to accept the Clerk's recommendations

21.278 Items for future agenda

None