



Minutes of the Meeting of the full Farnsfield Parish Council held

**7.00pm on Tuesday 23<sup>rd</sup> January 2024**

in the Lower Hall of the Village Centre, New Hill, NG22 8JN

**Attendance:** Cllr Sarre (Chair), Cllr J Shakeshaft, Cllr M Shakeshaft, Cllr Thompson, Cllr Moore, Cllr Healy, Cllr Cracknell, Cllr Savage. Plus NCC Cllr Laughton and 10 residents

### Meeting Items

- FC24.164 Apologies for absence: None (Cllr Harris Sutton is on maternity leave).
- FC24.165 To receive any declarations of interest
- FC24.166 Approve the 12<sup>th</sup> December 2023 Full Council meeting minutes as accurate  
Agreed. 8:0 Proposed Cllr Moore and seconded Cllr M Shakeshaft
- FC24.167 Matters arising from the minutes, if not already an agenda item. Postponed Staffing Ctte is on 30<sup>th</sup> January.

### Public Session

FC24.168a. Representation regarding items on the agenda

The Chair suspended Standing Orders.

A query was raised re. no Declarations of Interest being made. Cllr Moore and Cllr Healy noted their link to the church but did not have a pecuniary interest.

A resident said that they wished for it to be noted that they appreciated the detail within the supporting documents. This was something they had been concerned about previously as little was presented. Also noted the time and effort Councillors have put into the reports.

A resident raised accuracy of Bills for Payment (B4P) document and Councillors' acceptance of B4P errors. It was noted that the current table, the total was though skewed by two lines re British Gas (one the actual bill paid and the second line was how the bill should read); the Gas bill is being tackled. It was noted that some purchases did not follow Financial Regulations. Cllr Savage stated the comments had been helpful and was also learning processes to be able to support the Council. However it was assuring final payments had been accurate. Clerk noted that no B4P data as presented was used subsequently as input into Rialtas, but rather it was solely a vehicle for presentation at Council meetings. A resident noted that £193k was in the Unity Trust account and asked if the Council is considering moving funds as the FSCS provided protection only up to £85k. Cllr Savage confirmed this was in hand.

FC24.168b. Urgent village matters not previously raised

Car park: concern was raised about the project and commissioning of another survey. A resident commented previous works were undertaken on what the ground was made up of (what was underneath) and a design outline inc. total of 30 places inc. disabled bays had been produced. The Chair referred attendees to the later agenda item.

## Reports from the County Council and District Council

FC24.169 NSDC : Cllr Shakeshaft reported that: 1. Southwell Pool is closed and Newark and Sherwood District Council is seeking agreement with the Trustees to install a new pool adjacent to the old facility. 2. Consultation is taking place in the near future on the Great North Road Solar Park to seek people's opinion on what could and should be done. 3. Battery energy storage solution application turned down by Newark and Sherwood District Council, appeal in March. 4. Flooding recovery in Newark on Trent is ongoing and lot of recovery work remains to be done. Flood prevention and mitigation work is yet to be defined and Cllr will report back in due course.

A Councillor queried whether some 'other/grant' expenditure which would be normally approved is being held back. Cllr Shakeshaft to seek information and give feedback. Following a 'blue bins' question, Cllr Shakeshaft confirmed that blue bins for glass recycling is due for launch in March 2024 (dates to be confirmed).

NCC: Cllr Laughton explained that Storm Babet flooded 1200 properties in Notts. In 2013 only had under 2000 properties flooded in totality, noting how expansive and dangerous the floods were to residents. 10 villages had flooding in his area. Fluvial event due to excess water from Derbyshire only flooded 190 properties. Which is why there is local concern about Great North Road solar farm project. Cllr explained that NCC had a balanced budget and was continuing with capital projects e.g. on the A614. Cllr Savage asked whether this was achieved by severe cuts to services and revenue? Cllr Laughton said NCC will be spending a further £129mil after cuts making £19mil savings. NCC was directing its services more to where they're most useful. A resident asked re. dredging the Trent. Cllr Laughton explained this was an Environment Agency issue and the model they use doesn't support dredging.

The Chair asked if anyone was recording the meeting and asked if this could be flagged as had been requested at a previous meeting. Whilst not minuted previously, it was a request out of courtesy to other attendees.

The Chair reinstated Standing Orders.

## Correspondence received

FC24.170 Clerk reported that from Jan 2<sup>nd</sup> to date, received 31 separate issue email requests inc. 2 Freedom of Information, 1 complaint, information, advice and queries on a range of topics. Whilst seeking to be available, the Clerk requested this be reviewed to be made more manageable, because of its impact on time available to manage Parish admin and support. Cllr Shakeshaft suggested we ask requests are succinct, offer visits, and checking if the information is already in the public domain.

## Items to approve, receive or note

### FC24.171 Bills for payment Dec/Jan and Monthly Financial Summary.

The British Gas bill needs to be reviewed as showing the wrong VAT percentage. Council accepted the payments to be made and approved those already processed. Approved Cllr Sarre and seconded Cllr M Shakeshaft. All agreed 8-0

Clerk mentioned chosen bank signatories to access the Mansfield BS needed to be evidenced in minutes: who are Cllr M Shakeshaft, Cllr Harris Sutton and Cllr Savage. All agreed. 8-0. Proposed Cllr Thompson and seconded Cllr Sarre.

| Bills For Payment/Paid from 6th Dec 23 to Jan 15th 2024 |               |                     |  |           |          |                          |                                    |
|---|---------------|---------------------|--|-----------|----------|--------------------------|------------------------------------|
| Inv No  | Approval Code | Payment To          | Description                            | Net       | VAT      | Gross                    | Notes                              |
|   |               | Invoices to approve |  | FYI only  | FYI only | Payments to agree to pay |                                    |
| 1   | FC01          | NSDC.               | Core Grounds contract                  | £2,174.00 | 434,80   | £2,608.80                |                                    |
| 2a  | FC01          | Lite                | Christmas event items                  | £910.00   | £182.00  | £1,092.00                |                                    |
| 2b  | FC01          | Chevron             | Christmas event items                  | £840.00   | £168.00  | £1,008.00                |                                    |
| 3a  | FC01          | NSDC.               | Small works contract                   | £640.00   | £128.00  | £768.00                  |                                    |
| 3b  | FC01          | NSDC.               | Annual playgrd inspection              | £190.00   | £38.00   | £228.00                  |                                    |
|   |               |                     | Payments agreed under Delegation       |           |          | Payments made            |                                    |
| 4   | RS/OE/PS      | Handicentre         | Saniflo related items                  | £19.53    | £3.91    | £23.44                   |                                    |
| 5   | RS/OE/PS      | Amazon              | Descaler for saniflo                   | £40.00    | £8.00    | £48.00                   |                                    |
| 6   | FC.10         | Parking Direct      | Speedwatch signs x 1                   | £128.00   | £25.60   | £153.60                  |                                    |
| 7   | FC.10         | Parking Direct      | Speedwatch signs x 1                   | £115.20   | £23.04   | £138.24                  |                                    |
| 8a  | FC.10         | Amazon              | Flag GB                                | £7.49     | £1.50    | £8.99                    |                                    |
| 8b  | FC.10         | Amazon              | Flag Ukraine                           | £6.97     | £1.40    | £8.37                    |                                    |
|   |               |                     | Pre approved funding                   |           |          |                          |                                    |
| 9   | FC-09         | S106 Funding        | By NSDC - Tennis Club Lights           |           |          | £11,500.00               |                                    |
|   |               |                     | Direct Debits and Standing Orders      |           |          | Payments made            |                                    |
| 10  | DD            | Hugo Fox            | Monthly 365 Services                   | £19.99    | £4.00    | £23.99                   |                                    |
| 11  | DD            | HP Ink/Printer      | Monthly 365 Services                   | £11.24    | £2.25    | £13.49                   |                                    |
| 12  | DD            | HP paper use        | Monthly 365 Services                   | £32.91    | £6.58    | £39.49                   |                                    |
| 13  | DD            | Zest Group          | IT support Back Up, Additional Support | £121.50   | £24.30   | £145.80                  |                                    |
| 14  | DD            | EDF                 | Wilson's Field Electricity             | £70.59    | £3.53    | £74.12                   |                                    |
| 15  | DD            | EDF                 | Village Centre Electricity             | £197.71   | £9.89    | £207.60                  |                                    |
| 16  | DD            | EON                 | Pavilion Electricity                   | £12.40    | £0.62    | £13.02                   |                                    |
| 17  | DD            | EON                 | Pavilion Electricity                   | £49.63    | £2.48    | £52.11                   |                                    |
| 18  | DD            | British Gas         | VC Gas                                 | £242.74   | £48.54   | £291.28                  | Figures on actual bill             |
| 18  | DD            | British Gas         | VC Gas                                 | £242.74   | £12.13   | £254.87                  | How it should read                 |
| 19  | DD            | Waterplus           | VC Water                               |           |          | £98.42                   |                                    |
| 20  | DD            | Waterplus           | Allotment/Pavilion Water               |           |          | £54.12                   |                                    |
| 21  | DP            | Bank                | Bank Charges                           |           |          | £33.75                   |                                    |
| 22  | DP            | Bank                | Cheque handling cost                   |           |          | £2.40                    |                                    |
| 23  | BP            | HMRC                | Staff wages                            |           |          | £5,679.74                |                                    |
| 24  | BP            | HMRC                | Tax payment                            |           |          |                          |                                    |
| 25  | BP            | NEST                | Pensions Nov                           |           |          | £218.05                  |                                    |
| 26  | BP            | NEST                | Pensions Dec                           |           |          | £30.12                   |                                    |
| 27  | SO            | Window Cleaning     | Window Cleaning                        | £90.00    | £0.00    | £90.00                   |                                    |
| 28  | DD            | CPRE                | Advice subscription                    | £30.00    | £6.00    | £36.00                   |                                    |
| 29  | DD            | NSDCWaste           | Waste collection                       | £25.55    | £0.00    | £25.55                   |                                    |
| 30  | DD            | BT                  | Phones, Broadband, bundle              | £65.29    | £13.05   | £78.34                   |                                    |
|   |               |                     |  |           | TOTAL    | £25,047.70               | Total affected by double gas entry |

| Financial Summary at 1st January 2024   |                           |                    |       |
|---|---------------------------|--------------------|-------|
| Unity Trust opening balance   | £71,812.16                |                    |       |
| Monthly receipts  |                           | £144,833.87        |       |
| Monthly payments  |                           | -£22,728.41        |       |
| Unity Trust closing balance   |                           | £193,998.93        |       |
| Nationwide opening balance  | £76,770.05                |                    |       |
| Monthly receipts  |                           | £0.00              |       |
| Monthly payments  |                           | £0.00              |       |
| Nationwide closing balance  |                           | £76,770.05         |       |
| Mansfield BS opening balance  | £87,271.48                |                    |       |
| Monthly receipts  |                           | £0.00              |       |
| Monthly payments  |                           | £0.00              |       |
| Mansfield BS closing balance  |                           | £87,271.48         |       |
| Cambridge BS opening balance  | £35,288.41                |                    |       |
| Monthly receipts  |                           | £0.00              |       |
| Monthly payments  |                           | £0.00              |       |
| Cambridge BS closing balance  |                           | £35,288.41         |       |
| <b>Total Funds</b>  |                           | <b>£393,328.87</b> |       |
| Made up of  | Spent/Received in 2023-24 |                    | Notes |
| CIL spend by April 2024   |                           | £43,342.19         |       |
| CIL spend by April 2025   |                           | £18,714.96         |       |
| CIL spend by January 2026   |                           | £1,446.80          |       |
| <b>Total CIL</b>  |                           | <b>£63,503.95</b>  |       |
| Council Projects EMR (Projects from prev years)   |                           | £254.50            |       |
| Village Centre Renovation EMR   | -£3,990.59                | £12,009.41         |       |
| Playground Renovation EMR   | -£11,326.67               | £11,000.33         |       |
| <b>Total Ear Marked Reserve</b>   |                           | <b>£86,768.19</b>  |       |
| <b>General Reserve</b>  |                           | <b>£114,421.78</b> |       |
| <b>Current Fund</b>   |                           | <b>£192,138.90</b> |       |
| <b>Total Funds</b>  |                           | <b>£393,328.87</b> |       |
| Monies awarded to Farnsfield Parish Council (from Newark and Sherwood District Council) |                           |                    |       |
| S106 Miller (Facilities) Spend by 17th June 2024  |                           | £61,831.47         |       |
| S106 Bellway (Facilities) Spend by 4th August 2024                                      |                           | £68,416.61         |       |



**FC24.172 Summary of decisions made by Committees**, meeting between Dec 2023 – Jan 2024  
Report was noted.

#### **FC24.173. TLC Working Group Update.**

Group met on 10<sup>th</sup> January, reporting on a range of activities taking place. Discussion on improving the lives of carers in Farnsfield and Carers Hub service input which Cllr Savage and Judith Hodge investigating. Social Prescribing Cllr Healy is following up. The 'Farnie' is due out tomorrow. First edition. Welcome Spaces listed in the Farnie and places where people can get warm. Brian Hill exploring the Plough being a venue. Gathering information on Community Transport helped by Chris Puddephatt i.e. is it required, would it be used, when? Volunteer drivers and associated regulations, are still being explored.

#### **24.174. Update from Access to Recreation (A2R) Working Party**

Cllr Sarre referred to the 3 attachment reports. Builds on report presented to F&G on 9<sup>th</sup> January 2024. Site visit by 2 contractors one with eco grid design expertise which Cllr Cracknell is exploring. Aiming for 24<sup>th</sup> February to bring to Council the proposed spend as CIL funds are time limited.

Designs indicate 21 spaces with EV and Disabled bays very much part of the designs. The A2R brief does not include car parking for Farnsfield as a whole. The Terms of Reference include car parking, bikes and wheelchair access to the east side of Farnsfield inc. footpaths, trails, and a possible new road. Cllr Cracknell making a site visit to see what bushes could be removed to increase car spaces.

#### **24.175. Update from the Working Party for Youth**

Cllr J Shakeshaft reported that the older ones were focussed on the bus situation resulting in a petition, with lots of signatures. They emailed a couple of County Councillors who responded within a day. Now in talks with Stagecoach about reinstating the later bus from Nottingham to Farnsfield. Younger ones presented a petition for a zip wire to complement the existing play area. In the process of getting quotes and then look at funding options. Other ideas are in the pipeline. Cllr Moore noted that the Year 6 students had conducted a survey how other YPs felt about a zip wire.

#### **Items to discuss and agree a course of action**

##### **FC24.176. S106 Pavilion Works:**

Cllr Sarre explained that the work contract involves '4 trades' which made it difficult for some companies to quote. Initially 2 quotes came in (both over £30k) however this surpassed the granting limit and required a tender. Work went out to tender and interest was shown from a number of firms, 3 undertook site visits. Only 1 fully tendered. Asset of Farnsfield Parish Council so could be available for hire. Future plan to include a toilet accessible from outside.

Proposal to agree to award the Pavilion works contract as recommended by F&G Committee at £31,586 exc. VAT, from the S106 Miller funds. Proposed Cllr J Shakeshaft and seconded Cllr Healy. All agreed 8-0.

##### **FC24.177. Update: S106 (Standing Item) a) Grant management of S106 Miller/ Bellway.**

Grant Management process designed in house and a grant agreement for clubs to sign. Tennis and Cricket have signed these. Tennis Club grant process is complete bar final checks. Cricket Club is awaiting invoice/ agreement with the contractor that works are progressing in order to release their Miller funds. Village Centre Aircon/AV are in the pipeline and the Expression of Interest, should go to February's Full Council meeting. The Pavilion process for a contractor is complete and the Football Pavilion Eol will also be noted at February's meeting.

##### **FC24.178. Budget and precept request for 2024/25**

This has been discussed pre-Christmas and at meetings of the BPP and at F&G Cttee on 9<sup>th</sup> January. Council wanted to present a balanced budget and live within our means. The precept request amount anticipates a cost of living increase. Seeking to keep free reserves for projects and development work rather than ongoing PC expenditure. A lot of spend is beyond our control e.g., salaries are set by NALC. Council noted we needed to protect our assets therefore costs of maintenance increase and general costs were rising, while other headings have been reduced. Given the importance of income, the formula for charges will be reviewed in the year ahead. Cllr Savage felt income needed maximising but maintaining good provision for our loyal customers and the local community. Intention is to review some costs in the next quarter for the year ahead and to seek reductions, streamlining and better deals.

To agree to propose £88,906 as the precept for 2024/25 as recommended by F&G Cttee and to present to NSDC. Proposed Cllr M Shakeshaft seconded Cllr Thompson. All agreed 8-0.

**FC24.179 Greening Strategy:**

Cllr Healy outlined the purpose, i.e. to have a ready document ready to send out when dealing with enquiries on grounds maintenance. Secondly to highlight the approach of Newark and Sherwood District Council, contractors and the Farnsfield Parish Council, and a third purpose of the Strategy to explain how the Copses Policy does not comply with the Greening Strategy. Examples where the Copses Document is lacking e.g. slashing all the undergrowth and putting bark down does not comply with a good management policy. Should encourage the undergrowth. Need hazel, holly and brambles as ideal for hedgehogs; so removing the undergrowth is disadvantageous. Needs to be carefully managed. Proposals are:

- a) To discontinue the Copses management policy of March 2023
- b) To undertake a review and update the PC Environmental policy to take account of the 2021 Environment Act in readiness for the Full Council meeting 23<sup>rd</sup> February
- c) Proposal to develop a Bio-Diversity Strategy, for next 5 years

Cllr Thompson explained that Newark and Sherwood District Council's Ben Stacey was very well versed on this subject and the Cllr advocated we support the proposals. Budget still valid for this third year (of the contract). One intention suggested is to engage members of the community including linking this to Youth Council.

Council agreed the 3 proposals. Proposed Cllr Healy seconded Cllr M Shakeshaft. All agreed 8-0

**FC24.180 Proposal to revise the Terms of Reference for the F&E Committee**

The quorum for F&E is 4 on a membership of 5 and all other committees is 3, Cllr Thompson explained it was a proposal to change F&E's Terms of Reference to make being quorate 3 instead of 4. Proposed by Cllr Thompson seconded Cllr Healy. All agreed 7-1 (out of room).

**FC23.181 Request for financial support for a street art project for the Skateboard Park. T**

Cllr Shakeshaft clarified that the overall total cost is £966 (inc VAT). However as a minimum seeking £390 for the first day workshops. This item follows on from last meeting, having received 2 further quotes (both of which are more expensive). Asked Newark and Sherwood District Council for a grant but seeking initial outlay for the immediate costs in meantime so project goes ahead. Additional research undertaken. First workshop 5<sup>th</sup> Feb in school with 3 different groups of children in Yr 6. Second day 27<sup>th</sup> April a day painting the sides of the Skatepark. Cllr J Shakeshaft asked if Cllrs would like to come along. Skaters have also been invited to give lessons. It was requested that details of the artwork reflect an environmental theme. Although Cllr J Shakeshaft said designs may be impacted by YPs interests. Proposal to grant £390 as an initial sum. Proposed by Cllr J Shakeshaft seconded by Cllr Healy. All agreed 8-0.

**FC24.182 Proposal to support the Parish Clock with a maintenance grant**

This item was deferred from 2023 and has a history back to 2000. The support of the Parish Clock stopped in 2020 as it was unclear as to whether PCs were legally allowed to support this activity. Some PCs supported clock maintenance while others did not. The 2023 Levelling Up Act enabled PC to support church repairs and specifically clocks. No legal hindrance now if we wish to support a clock. It is a well known and well regarded landmark. Proposal to support the maintenance of the clock c.£300 p.a. with review annually but ongoing commitment. Proposed Cllr Thompson seconded Cllr Cracknell. All agreed 8-0

**FC24.183 Date of the next meeting:** 27<sup>th</sup> February 2024 at 7pm in the Lower Hall, Village Centre