

**Minutes of Misson Parish Council Meeting
held at 6.45pm on Wednesday 4th June 2025
at Misson Parish Hall, Vicar Lane, Misson.**

Five members of the public attended.

Parish Councillors Present: Cllr Mandy Green (Chair), Cllr Mark Watson (Vice-Chair), Cllr Julie Watkins, Cllr Spencer Robey, Cllr Sue Scott, Cllr Keith Andrews, and Cllr Jamie Sutherton.

Minute Taker : Due to the Parish Clerk vacancy, minutes were taken by Cllr.Green.

Pre-meeting questions from the public: A member of the public wished it to be noted that a local family pet had recently ingested poison whilst walking in the countryside outside Misson Village, had subsequently become very ill and did not recover.

- 2025-39.1 To receive and approve apologies for absence :** D.Cllr Steve Pashley had been detained at an earlier meeting and sent his apologies for being unable to attend as planned. C.Cllr Mike Robertson was unable to attend due to a prior diary commitment. He has sent his email address : Cllr.Mike.Robertson@nottsc.gov.uk should anyone wish to contact him.
- 2025-40.2 To record declarations of pecuniary or non-pecuniary interest in any item to be discussed:** None.
- 2025-41.3 To approve the minutes of previous meeting held 7th May 2025 as a true record :** Amendments were agreed. Chair will sign the amended version. It was also agreed an administrative note be added as a footnote to the minutes at the request of Cllr. Scott.
- 2025-42.4 To note any matters arising from the minutes of the last meeting not on the agenda:** 1. Regarding Budget Presentation ; the Vice-Chair confirmed he had reconciled the budget presentation and had already forward the same to colleague councillors. This was acknowledged and accepted by Councillors. It was also agreed to increase the contingency fund. 2. Regarding the £144 paid for the Parish Clerk's training course; the Chair confirmed the suppliers will not reimburse this nor hold it in credit for the next clerk. It was booked in the name of the previous clerk and cannot be transferred to anyone else.
- 2025-43.5 To receive reports from the County Councillor and the District Councillor:** C.Cllr, when sending his apologies, indicated he had no useful report at this time as the new Council was still in the process of organising it's business. D.Cllr had hoped to be present to deliver his report but was overcome by events this evening. He will send a written report for the July meeting, and his apologies for being absent on holiday for that meeting.
- 2025-44.6 To address Parish Financial administration and record keeping including:**
- a. **To receive and approve of end of year accounts:** Unanimously approved.
 - b. **To approve invoices for payment:** Cllr Scott said that she would like to see the invoices herself to check the list being presented for approval was correct. Chair pointed out that was not usual practice. Vice-Chair said he did, and would, check invoices against the list as part of his due diligence in being the designated internal third party councillor but that, if there was any payment in particular Cllr.Scott wished to scrutinise, he would make the invoice available. Cllr.Scott asked for sight of all parish insurance documents. Though this is an unusual request, the Chair will address it. It was confirmed, going forward, no ordinary payments will be made without first being presented to a meeting of MPC. However, discretion will need to prevail whilst MPC have a sequence of bi-monthly meetings as some suppliers have 30 day settlement terms. Following discussion, payments were approved unanimously.

Payments presented for approval : May 2025		
Date	Payment	Amount
11 th May	Town Estate Charity : Insurance : Policy Bee	£190.40
19 th May	Hugo Fox : Website Management Fee	£11.99
19 th May	BDC : for Cemetery Waste Bin	£232.96
19 th May	Torne Valley : Lengthsmen goods	£29.39
21 st May	Lisa Hickman : Parish Clerk PAYE	£170.50
21 st May	Matthew Guest : Lengthsmen Services	£102.00
	Total	£737.24

Payments presented for approval : June 2025		
Date	Payment	Amount
4 th June	MPC Insurance (inc. public liability) : Clear Councils	£714.71
4 th June	SE Scott : Administrative Support Services	£150.00
4 th June	MPC Insurance (Agricultural Vehicle) : BJP	£139.72
(Standing Order) 19 th June	Hugo Fox : Website Management Fee	£11.99
	Total	£1016.42

- c. **To confirm or agree to review Parish Risk Register:** Following discussion it was proposed that the current version of the Risk Register be confirmed, accepting that it could be reviewed on an ongoing basis. 6 votes were made in approval. Cllr.Scott voted against.
- d. **To confirm Risk Assessments for use of chain saw, strimmer, ride-on mower:** As these had only been received by all councillors this week, it was agreed to defer this item to the July agenda to give everyone chance to read and understand them before being asked to vote.
- e. **To note the report of the internal auditor:** Councillors received and noted the internal auditor's report. The auditor commented "The records are maintained to a very good standard. Much of the data is stored on a spreadsheet that is well designed and presented". He made observation about three VAT keying errors made by one of the clerks and offered suggestions about future administrative practice. He recorded; "The above points are minor in nature and do not detract from the fact that the Parish Council records are very well maintained and stored in a structured and logical manner".
- f. **To consider completion of Annual Governance and Accountability Return 2024/25 :** It was agreed an extra-ordinary meeting will once again be needed to undertake this essential business. A meeting will therefore be called for 7pm on Wednesday 25th June. This will be a single item agenda and questions from the public will not be invited on this occasion. Cllr Robey offered his apologies as he will be on holiday. The Vice-Chair assured that papers will be with Parish Councillors by 11th June in order they have 14 days to consider the contents.

2025-45.7 Planning :

- a. **To note planning decisions/outcomes :** None.
- b. **To consider any new planning applications :** None.
- c. **To consider any planning applications received after the agenda was posted :** None.

2025-46.8 To consider draft Biodiversity Policy: Councillors had received the draft policy dated June 2025 which is an amalgam of best practice templates, government guidance, and Misson Parish Council historic diversity practice. Vice-Chair had only that day received a copy of BDC Biodiversity Policy, which he had forwarded to everyone (Section T28 of the Bassetlaw Local Plan). This June 2025 draft is the foundation document that Councillors can review and build upon, such that an agreed policy can be adopted at the July meeting, where this is already tabled as an agenda item. Chair agreed the check the current draft against the policy received from BDC.

2025-47.9 To discuss maintenance of Misson Parish Hall : this was an agenda item requested by Cllrs. Robey and Scott. There is no longer a formal agreement between Misson Community Association and MPC. The informal agreement includes the understanding that; "MPC will arrange and pay for any major internal or external repairs, improvements or alterations to the building". Cllr Robey said that the building survey was last carried out some four years ago. This should probably be re-done. Certainly the roof was in need of some repair. Three quotes would be needed in order to commission anyone to do anything. However, as this is not an urgent matter, it was agreed to add this to the Parish Clerk's priority "to do" list as it was an administrative burden that would be unnecessary at present.

2025-48.10 To report any meeting's attended :

North East Bassetlaw Forum : attended by Cllr Watson who gave an update report to the meeting. **Parish Surgery for May :** facilitated by Cllrs Green and Watkins; no residents attended on this occasion.

2025-49.11 To note correspondence received :

- 1. A resident asked for guidance regarding work on a tree in the conservation area and was directed to the correct department at Bassetlaw District Council.

2. Correspondence regarding noise at unsociable hours in Newington which was disturbing residents. This matter was investigated by Cllrs Green and Sutherton. A farmer was running an irrigation pump, taking standing water to save crops which would be lost without urgent watering. This was explained to Newington residents who accepted this was an element of rural living which would cease once the rain came.
3. Correspondence received from PKF Littlejohn in response to enquiry made by the Chair to ascertain exactly how much has already been accrued in fees to MPC as a result of the AGAR 23/24 objections having been made. The bill currently stands at £976.25 plus VAT, which MPC has no choice but to pay.
4. Correspondence was forwarded from the Local Government Association regarding the protocol for Parish Councils in the event of the death of His Majesty the King. Plans are to be formulated and agreed; known as 'Operation Menai Bridge'. After discussion, it was agreed unanimously that MPC will seek to draw up plans similar to those for Queen Elizabeth II, known as Operation London Bridge. Chair will begin discussion with Rev Hancock to draft a plan for consideration.
5. At the MCA meeting Wednesday 21st May it was proposed that MCA install a fold down baby changing table in the disabled toilet. A stand-alone table would not be suitable as it would impede wheel chair access. The MCA request consent to go ahead with this at their own cost. This was unanimously agreed.

2025-50.12 To agree the date and time of the next MPC meeting : The next ordinary meeting of Misson Parish Council will be held on Wednesday 2nd July 2025 at 6:45pm. An extraordinary meeting is tabled for Wednesday June 25th at 7pm (see minute 2025-44.6f above).

At 7:30pm the public were thanked for their attendance and support, and invited to leave so the Council could consider two confidential matters which correctly excluded public observation.

2025-51.13 Confidential Discussion :

- a) **Regarding the Parish Clerk vacancy :** The Chair has received three expressions of interest in the vacancy, one of which has already become a formal application. It was agreed to also advertise the vacancy with Nottinghamshire Association of Local Councils. Chair will action.
- b) **Regarding the on-going AGAR Objection :** Six objections have been raised by a sitting Parish Councillor in respect of the 2023/24 AGAR. The investigation by external auditor, PKF Littlejohn, has so far determined that two of the objections do not merit taking forward. The four remaining objections satisfy the technical criterion for further investigation. MPC will, in due course, be required to present its evidence to counter them. The objector is a Parish Councillor, who has agreed to work with a third party acting as facilitator, to try and find a local route to reconciliation. A first meeting has taken place between the objector and the facilitator. The objector agreed to ask the facilitator if councillors might have sight of the notes made from that meeting. The meeting planned between the facilitator, chair and vice-chair had not yet taken place, having been cancelled at very short notice due to extenuating circumstances of the facilitator. The plan remains to work to try and achieve local reconciliation which might persuade the objector to withdraw their objections. Such an action would substantially reduce the costs MPC will have to pay because of the objections having been raised at all. The bill currently stands at £976.25 (plus VAT) incurred at a rate of £355 per hour plus VAT, i.e. £2,485 per day plus VAT, but will become more. The cost of further investigation of the remaining two objections would be substantial and potentially could wipe out the reserves of Misson Parish Council. Work by MPC to offer its evidence is still required regardless of whether the objections are subsequently withdrawn or not and further costs will be charged to MPC no matter what the objector decides. The Chair said that, going forward, the risk of future costs arising from such third party objections needs to be included in the annual budget.

The meeting closed at 7.45pm.