



## **Minutes of the Full Council Meeting held on Tuesday 25<sup>th</sup> April 2023 at 7:00**

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

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

**Also Present: Vikki Arkell (Clerk & RFO)**

### **Items to receive or note**

23.1 To receive any apologies for absence

**Cllrs Hamilton, Selby and Healy sent their apologies, the Council resolved to accept the apologies**

23.2 To receive any declarations of interest

**None**

23.3 Due to the nature of the business to be discussed it is recommended that agenda item 23.17 require 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

**The Council resolved to exclude the public from items 23.17**

23.4 10 minutes for the public to make representations about agenda items

**The members of the public were given the opportunity to make representations about agenda items**

23.5 Report from Committee Chairman following the previous meetings of:

a. The Planning Committee - 18<sup>th</sup> March 2023 and 25<sup>th</sup> April

**Cllr K Clarke informed the Council that there was no report to provide but did explain that due to not having the full planning committee present at the previous meeting that they would not be able to make a recommendation regarding the alcohol licence for "le petit vert"**

b. The Staffing Committee – 25<sup>th</sup> April 2023

**Cllr Puddephatt informed the Council that they had assessed the risk highlighted on the risk management scheme in regard to the absence of Council employees. Cllr Puddephatt explained that although they were unable to reduce the risk, the Committee had requested that the Clerk create an emergency procedure for the Council to action if employees are off on long term sick or an extended holiday.**

23.6 Clerks report

a. Update on completed village works and works in progress

**The Clerk gave an update from Highways:**

**Yellow Lines - TRO 3355 New Hill; This application was objected to by a resident of The Stackyard. They believe that a solution has been found and the process will now continue.**

**TRO 3364 Main Street & Churchside - This one will be advertised after 4<sup>th</sup> May notices should go up by mid May (delay is due to purdah/elections)**

**The Clerk confirmed that the Lady Goodwin playground works will commence on Tuesday 2<sup>nd</sup> May and will take approximately a week. The park will be closed for this time however will be made safe to be reopened over the bank holiday.**

**The Clerk informed the Council that light column 52 had been checked following the water leak that effected the Christmas illuminations and there has been no further water within the plug**

b. Update on the registration of Council owned assets



The Clerk informed the Council that the lock up ownership application has now been picked up by the land registry, some signing of documents was required in which the Clerk visited Kirkland and Lane to complete last Thursday. The Land Registry have said there will be additional application fee of £30, and £40 inspection fee as a site inspection will be required.

c. Update on the S106 spend extension request



The Clerk explained that she had spoken to Newark and Sherwood District Council, and they are looking at the next steps. Newark and Sherwood District Council are not confident that an extension will be authorised, however do believe there is a good case for an extension based on all of the large projects the Council had achieved over the last 4 years (and COVID) and because there are focused plans to spend this money next. The next step is to approach the developers to request this extension. The Clerk urged the Council to continue with plans to spend the funds by the original deadline due to the extension for spend not being guaranteed

d. Correspondence received

None

## 23.7 The March 2023 Financial Summary

The Council noted the financial summary

Financial Summary at 31st March 2023			
Unity Trust opening balance	£88,943.90		
Monthly receipts		£4,554.16	
Monthly payments		-£127,402.23	
Transfer between accounts		£50,000.00	
Unity Trust closing balance		£16,095.83	
Nationwide opening balance	£76,440.05		
Monthly receipts		£330.00	
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	£85,288.41		
Monthly receipts		£0.00	
Monthly payments		£0.00	
Transfer between accounts		-£50,000.00	
Cambridge BS closing balance		£35,288.41	
		<b>Total Funds</b>	<b>£215,425.77</b>
Made up of	Spent/Received in 2022/23		Notes
S106 Ash2 spend by Feb 2023	-£7,493.67	£0.00	For provision or maintenance of a village hall, tennis, football or cricket facilities in the parish
S106 Bellway and Miller (Open Space)	-£162,267.20	£0.00	Allocated to the refurbishment of Hadleigh Park Playground
		<b>Total S106</b>	<b>£0.00</b>
CIL spend by April 2022 (Spend extension April 2023)	-£21,322.93	£0.00	
CIL spend by April 2023	-£27,408.17	£0.00	
CIL spend by April 2024	-£42,505.17	£56,660.70	
CIL spend by April 2025		£18,714.96	
CIL spend by January 2026		£1,446.80	
		<b>Total CIL</b>	<b>£76,822.46</b>
Best Kept Village Reserve	-£2,129.12	£0.00	
Council Projects EMR (Projects carried over from previous year)	-£8,856.46	£254.50	£250 for Xmas lights
Village Centre Renovation EMR	£3,000.00	£16,000.00	
Playground Renovation EMR	£8,327.00	£22,327.00	
LIS grant (wheeled facility)	-£20,000.00	£0.00	
		<b>Total Ear Marked Reserve</b>	<b>£115,403.96</b>
			£100,021.81
		<b>General Reserve</b>	<b>£100,021.81</b>
			VAT return of £21,700 will/can go back into General Reserves in April 2023
		<b>Current Fund</b>	
		<b>Total Funds</b>	<b>£215,425.77</b>
<b>Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council</b>			
S106 Miller (Facilities) Spend by September 2023		£73,331.47	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish
S106 Bellway (Facilities) Spend by August 2024		£68,416.61	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish



### Items to approve

23.8 The 28<sup>th</sup> March Full Council meeting minutes as accurate and matters arising  
**The Council resolved to accept the minutes as accurate**

23.9 The April 2023 bills for payment including the preauthorisation of employee wages for May 2023

Bills For Payment 25th April 2023							
	Approval Code	Payment To	Description	Net	VAT	Gross	Notes
Invoices to approve							
1	FAC 22.85	RS Electrical	Installation of the VC light sensors	£1,485.46	£297.09	£1,782.55	
2	VA/DP/RS	Mercury	Repair of Alarm System - Manual call point replacement	£149.50	£29.90	£179.40	
3	APM22.49	Nottinghamshire Fire Safety Ltd	Fire extinguisher testing	£207.20	£41.44	£248.64	
4		V Arkell	Travel Expenses	£4.32	£0.00	£4.32	
CC payments							
20	FCM 22.240C	Premier Netting	Stakes for fencing at the Wheeled Facility	£54.12	£10.81	£64.93	April CC Bill
21	22.17	HP	Monthly Printer Ink Subscription	£3.74	£0.75	£4.49	April CC Bill
22		Post Office Counter	Stamp to post the bank book for end of year	£0.68	£0.00	£0.68	Receipt
23	22.240d	Amazon	Broom for the skate park	£16.64	£3.33	£19.97	
Direct Debits, Standing Orders and Pre Authorised Payments							
32	APM22.49	Zest Group	Monthly 365 Services	£115.40	£23.08	£138.48	
33	APM22.49	EON (February Bill)	Wilson's Field Electricity	£17.01	£0.85	£17.86	Smart
34	APM22.49	EON (February Bill)	Village Centre Electricity	£153.94	£7.70	£161.64	Smart
35	APM22.49	EON (February Bill)	Pavilion Electricity	£20.22	£1.01	£21.23	Smart
36	APM22.49	British Gas	VC Gas	£110.54	£5.52	£116.06	Smart
37	APM22.49	Waterplus (February Bill)	VC Water	£117.23	£0.00	£117.23	
38	APM22.49	Waterplus (February Bill)	Allotment/Pavilion Water	£25.81	£0.00	£25.81	
39	APM22.49	British Telecom	Broadband and Telephone (inc mobiles)	£65.29	£13.05	£78.34	
40	N/A	Lloyds	CC Fee	£3.00	£0.00	£3.00	
41	N/A	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	
42	APM22.49	Npower	Village Steel Lamps	£311.86	£15.59	£327.45	
43	APM21.62	Hallmaster	VC Booking Software - Annual	£199.00	£39.80	£238.80	

**The Council resolved to accept the bills for payment and authorised the payment of the employee wages for May to be paid before the election in case there was a requirement to change the bank signatories**

23.10 The April 2023 edition of the Farnsfield Flyer  
**The Council resolved for the April 2023 edition of the Farnsfield Flyer to be published**

23.11 The 23-24 insurance renewal  
**The Council resolved to accept the 23-24 insurance renewal, the Clerk to arrange payment**

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

23.12 The premises licence application for Le Petit Vert, Holly House, NG22 8EY  
**The Clerk explained that objections should be under the criteria of, the prevention of crime and disorder, public safety, the prevention of public nuisance or the protection of children from harm. The Clerk also informed the Council of some of the issues raised by residents during the Planning Committee meeting held prior to this meeting.**  
**The Council discussed the licencing application for Le Petit Vert in detail. The Council resolved for the Clerk to submit an objection to Newark and Sherwood District Council to include the issues highlighted by residents. The Council also requested that the Clerk highlight that the application had not been completed adequately, which does not allow the Council to make a full analysis of the licence application.**

23.13 The recommendations from the Staffing Committee in regard to employee annual leave for 23-24

**The Staffing committee recommended that employees are able to carry up to one week of annual leave for 23-24 and to award the staff the additional bank holiday as leave for all Council employees.**

**The Council resolved to accept the Staffing Committee recommendations**



23.14 The closure of all current committees and working parties to be reformed if required by the elected Council at the annual meeting of the Parish Council

**The Council resolved to close all Committees and Working Parties to be reformed by the elected Council on the 16<sup>th</sup> May**

23.15 The quotes received to replace the flooring in the attic room of the Village Centre

**The Council reviewed the 6 quotes received and resolved to accept quote 5, for the installation of Luxury Vinyl Tile and the replacement of the stair nosing's. The Council requested for the Clerk choose a suitable colour and organise the installation**

23.16 The quote received for the emptying of the bins on the Acres by Newark and Sherwood District Council, and to agree the frequency of emptying

**The Council resolved to accept the charge of £1.10 per bin for the 3 bins on the Acres, to be emptied weekly**

23.17 The Farnsfield Library Lease

**The Council resolved to accept the "Heads of Terms" and to extend the library lease until 2026**





## **Minutes of the Full Council Meeting held on Tuesday 16<sup>th</sup> May 2023 at 7:00pm**

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

**Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris-Sutton, Corinne Moore, Chris Puddephatt, Peter Sarre, Joyce Shakeshaft, Maurice Shakeshaft (Newark and Sherwood District Councillor), Mike Thompson and Barry Westbury**

**Also Present: Vikki Arkell (Clerk & RFO), Derek Purcicoe as outgoing Chairman**

### **Annual Meeting Items**

23.18 The delivery by Councillors of their acceptance of office form

**The Clerk confirmed that declarations of office had been signed by all Councillors apart from Cllr Healy.**

**The Council resolved that Cllr Healy could sign the declaration at a later date but should be before the next meeting of the Full Council on the 23<sup>rd</sup> of June 2023**

23.19 To elect a Chairman for 23/24

**Cllr Sarre was proposed by Cllr Moore as Chairman of the Council, this was seconded by Cllr Cracknell**

**The Council resolved to elect Cllr Sarre as Chairman of the Council for 23/24**

**Cllr Sarre gave thanks to the outgoing Council for their hard work including the extensive renovation of the Village Centre and the Children's Play Area on Hadleigh Park. Cllr Sarre also thanked the Council staff including the Clerk, the Village Caretaker and the Booking Secretary for their continued hard work and said that without them, the Council facilities would not run so successfully**

23.20 To elect a Vice Chairman for 23/24

**Cllr Westbury put himself forward as Vice-Chairman, this was seconded by Cllr Puddephatt**

**Cllr Harris-Sutton put herself forward as Vice-Chairman, this was seconded by Cllr Sarre**

**The Council resolved to elect Cllr Harris Sutton as Vice Chairman of the Council for 23/24**

23.21 To receive any apologies for absence

**Cllr Healy had sent her apologies. The Council resolved to accept her apologies.**

23.22 To receive any declarations of interest

**None**

**The Chair requested that 23.31 be moved to this point in the agenda to allow Councillor Laughton to have the opportunity to report to Council and enable him to attend other Parish Council meetings scheduled for the evening.**

23.31 Report from the County Councillor

**Cllr Laughton informed the Council that there is unfortunately a delay in the progress of A614 due to the request for a review on one of the roundabouts. He continued to explain that Newark and Sherwood District Council had been able to withdraw the Mickledale lane section from the review and this will be started as planned in the Autumn.**

**Cllr Laughton reported that he has received complaints regarding the Seven Trent closure and the cancellation of buses. He explained that Stagecoach was not contacted in advance about the closure however a diversion has now been organised**

23.23 To discuss/approve the standing Committees for 23/24



Cllr Sarre proposed that the standing Committees remain but that some have a name change to make it clearer what the scope of the Committees are. Cllr Sarre proposed that the Facilities Committee be renamed to Facilities and Environment Committee, the Finance and Risk Committee be renamed Finance and Governance Committee and the Planning Committee be renamed the Planning and Licensing Committee.

The Council resolved to maintain the same standing Committees and accept the changes to the Committee names.

23.24 Appointment of any new committees in accordance with standing order 4

**No new Committees were proposed**

23.25 Review of the terms of reference for Committees

**The Council resolved to accept the Facilities (and Environment) Committee terms of reference as presented**

**The Council resolved to accept the Finance (and Governance) Committee terms of reference as presented**

**The Council resolved to accept the Staffing Committee terms of reference as presented**

**The Council discussed the Planning (and License) terms of reference with amendments that had been previously circulated. The Council resolved to accept the terms of reference with the changes as circulated**

**The Clerk to arrange publication**

23.26 To appoint members and Chairman of the following Committees:

a. The Facilities Committee

**Cllrs; Westbury, Puddephatt, Cracknell, Thompson, Moore and J Shakeshaft put themselves forward as candidates for the Facilities (and Environment) Committee. As the terms of reference state the membership be 5, Cllr Moore withdrew her nomination. Cllr Harris-Sutton seconded all nominees.**

**The Council resolved to appoint the 5 elected as members of the Facilities (and Environment) Committee.**

**Cllr Westbury nominated himself for Chair, this was seconded by Cllr Puddephatt. Cllr Thompson nominated himself for Chair, this was seconded by Cllr Sarre.**

**The Council resolved to appoint Cllr Thompson as Chair of the Facilities (and Environment) Committee.**

**Cllr Harris-Sutton abstained from voting**

b. The Finance and Risk Committee

**Cllrs; M Shakeshaft, Cracknell, Thompson and Drew put themselves forward as candidates for the Finance (and Governance) Committee. Cllr Sarre seconded the nominees.**

**As the terms of reference state the membership be 5, Cllr Sarre proposed that the terms of reference be amended to state that the membership be 4 and the quorum be 3 of its members.**

**The Council resolved to accept the amendment to the terms of reference.**

**The Council resolved to appoint the 4 members to the Finance (and Governance) Committee.**

**Cllr M Shakeshaft nominated himself for Chair, this was seconded by Cllr Sarre. The Council resolved to appoint Cllr Shakeshaft as Chair of the Finance (and Governance) Committee**

c. The Staffing Committee



**Cllrs; Puddephatt, Moore and J Shakeshaft put themselves forward as candidates for the Staffing Committee. Cllr M Shakeshaft seconded the nominees.**

**The Council resolved to appoint the 3 members to the Staffing Committee.**

**Cllr Puddephatt nominated herself for Chair, this was seconded by Cllr Moore. The Council resolved to appoint Cllr Puddephatt as Chair of the Staffing Committee**

d. The Planning Committee

**Cllrs; Moore, Drew and M Shakeshaft nominated themselves for the Planning (and Licensing Committee). Cllr M Shakeshaft proposed Cllr Cracknell. All nominees were seconded by Cllr Sarre.**

**The Council resolved to appoint the 4 members to the Planning Committee**

**Cllr Drew was nominated as Chair, this was seconded by Cllr Sarre. The Council resolved to appoint Cllr Drew as Chair of the Planning (and Licensing) Committee**

e. Any new Committee formed in 23.24

**No new Committees were formed**

23.27 To schedule the date, time and place of ordinary meetings of the Council and Committees up to and including the next annual meeting of the Council

**The schedule was previously circulated to all Councillors. The Council resolved to accept the schedule as drafted – [The Clerk to arrange publication](#)**

23.28 To review/approve the following policies/documents

a. Farnsfield Parish Council Standing Orders

**Amended Standing Orders were circulated to all Councillors. The Council discussed further amendments and resolved on the changes. The Council resolved to accept the amended Standing orders**

b. Farnsfield Parish Council Financial Regulations

**The Council resolved to adopt the Farnsfield Parish Council Financial Regulations as circulated**

c. The LGA Model Councillor Code of Conduct

**The Council resolved to adopt The LGA Model Councillor Code of Conduct as circulated**

d. Internal Control Statement

**The Council resolved to accept the Internal Control Statement as presented**

**[The Clerk to arrange publication of all documents](#)**

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

**The Council reviewed the delegation arrangements to committees, sub-committees, staff and other local authorities and resolved to accept them as drafted – [The Clerk to arrange publication](#)**

23.30 Time for the public to make representations about agenda items

**Members of the public were given the opportunity to make representations regarding the agenda items, to ask questions or make statements under the amended standing order adopted in 23.28**



David Austin – Requested the meetings be held outside of the school holidays. DA also congratulated the Chairman on his appointment and thanked the Council for the changes to the procedure to allow more community engagement.

Brian Hill – Questioned how the Council will make the proposed changes that they had promised within their election campaigns. BH also asked how Councillors will keep to the statements made regarding positive habitats in Farnsfield and for the protection of animals, as he believed that rabbits are being killed by allotment holders.


Claire Austin – Thanked the Council for the changes made in welcoming the public to speak at meetings.

#### Items to receive or note

23.31 Report from the County Councillor

Cllr Sarre invited Cllr M Shakeshaft to speak as Newark and Sherwood District Council Councillor. Cllr M Shakeshaft explained that Newark and Sherwood District Council had not yet had their first meeting so had no report for Council at this time.

23.32 April 2023 Financial Summary

Financial Summary at 30th April 2023			
Unity Trust opening balance	£16,095.83		
Monthly receipts		£66,300.92	
Monthly payments		-£8,299.68	
Unity Trust closing balance		£74,097.07	
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	
Total Funds		£273,427.01	
Made up of	Spent/Received in 2023-24		Notes
CIL spend by April 2024		£56,660.70	
CIL spend by April 2025		£18,714.96	
CIL spend by January 2026		£1,446.80	
Total CIL		£76,822.46	
Council Projects EMR (Projects carried over from previous year)		£254.50	Put aside for the Green and Ridgeway Xmas lights
Village Centre Renovation EMR		£16,000.00	
Playground Renovation EMR		£22,327.00	Including funds to pay for the Lady Goodwin mini renovation
Total Ear Marked Reserve		£115,403.96	
General Reserve		£114,421.78	
Current Fund		£43,601.27	
Total Funds		£273,427.01	
Monies awarded to Farnsfield Parish Council - held by Newark and Sherwood District Council			
S106 Miller (Facilities) Spend by September 2023		£73,331.47	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish
S106 Bellway (Facilities) Spend by August 2024		£68,416.61	For provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish

The Council noted the April 2023 Financial Summary as presented

#### Items to approve

23.33 The 25<sup>th</sup> April 2023 Full Council meeting minutes as accurate

Councillors Puddephatt and Westbury as the only Councillors present on 25<sup>th</sup> April 2023 resolved that the minutes from the meeting were accurate – [The Clerk to arrange publication](#)

23.34 The bank signatories and process for authorising payments whilst this is being actioned by the banks





**Cllr Puddephatt stated that she was happy to continue as a bank signatory, Cllr M Shakeshaft and Cllr Harris Sutton put themselves forward as signatories.**

**The Council resolved to accept, Cllr Puddephatt, Cllr M Shakeshaft and Cllr Harris Sutton along with the Clerk as the bank signatories – [The Clerk to make arrangements to add the new signatories and remove all other signatories from all banking arrangements](#)**



## 23.35 May 2023 bills for payment and the pre-approved payments for 23/24

Bills For Payment 16th May 2023							
	Approval Code	Payment To	Description	Net	VAT	Gross	Notes
Invoices to approve							
1	PCM22.64	Raltas	Finance Software	£148.85	£29.77	£178.62	
2	PCM21.269	LITE	Christmas Illumination Part 1	£1,820.00	£364.00	£2,184.00	
3	FAC22.84	Forest Farm Trees	Millennium Wood Safety Works	£2,560.00	£512.00	£3,072.00	
4	PCM22.68	Lightmain	Install concrete pads and refurbish benches at LG	£6,225.00	£1,245.00	£7,470.00	
5	FAC22.52	Lightmain	Repair of safety surfacing at LG	£5,101.67	£1,020.33	£6,122.00	
CC payments							
21	22.17	HP	Monthly Printer Ink Subscription	£3.74	£0.75	£4.49	May CC Bill
22	VA/RS	Lamps2UDirect	VC Light Tubes	£37.80	£7.56	£45.36	May CC Bill
23	VA/RS	eBay	VC Fire alarm covers	£14.95	£0.00	£14.95	May CC Bill
Direct Debits, Standing Orders and Pre Authorised Payments							
31	VA/DP/BW	Barry Westbury	Expenses - Fencing for sewage leak on Hadleigh Park	£34.99	£0.00	£34.99	
32	APM22.49	Zest Group	Monthly 365 Services	£115.40	£23.08	£138.48	
33	APM22.49	EON (April Bill)	Wilson's Field Electricity	£12.08	£2.09	£14.17	Smart
34	APM22.49	EON (April Bill)	Village Centre Electricity	£101.50	£5.08	£106.58	Smart
35	APM22.49	EON (April Bill)	Pavilion Electricity	£19.34	£0.97	£20.31	Smart
36	APM22.49	British Gas	VC Gas	£110.54	£5.52	£116.06	Smart
37	APM22.49	Waterplus (April Bill)	VC Water	£146.46	£0.00	£146.46	
38	APM22.49	Waterplus (April Bill)	Allotment/Pavilion Water	£50.46	£0.00	£50.46	
39	APM22.49	British Telecom	Broadband and Telephone (inc mobiles)	£65.29	£13.05	£78.34	
40	N/A	Lloyds	CC Fee	£3.00	£0.00	£3.00	
41	N/A	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	
Receipts to note							
		Newark and Sherwood District Council	Precept Part 1	£42,354.00			
		HMRC	VAT Return Q4 22-23	£21,713.70			

The Council resolved to accept the bills for payment – **The Clerk to arrange payment**

## 23.36 General Power of Competence

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

**The Council resolved that they met the criteria for eligibility**

- b. To agree to adopt the General Power of Competence

**The Council resolved to adopt General Power of Competence**

## 23.37 Councillor training

**The Council resolved for the Clerk to organise training for Councillors who wish to attend with the spend to remain within the Training budget – The Clerk to communicate with Councillors and organise appropriate training sessions**

The meeting closed at 8:58pm



## **Minutes of the Full Council Meeting held on Tuesday 6<sup>th</sup> June 2023 at 7:00pm**

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

**Present: Cllrs. John Cracknell, Kim Drew, Charlotte Harris-Sutton, Corinne Moore, Chris Puddephatt, Peter Sarre, Joyce Shakeshaft, Maurice Shakeshaft (Newark and Sherwood District Councillor), Mike Thompson and Barry Westbury**

**Minutes were taken by Cllr Joyce Shakeshaft**

### **Items to receive or note**

23.38 To receive any apologies for absence

**Cllr. Healy sent her apologies, the Council resolved to accept the apologies**

23.39 To receive any declarations of interest

**None**

23.40 Public session

a. Representation regarding items on the agenda

**Members of the public made representations in connection with S106 spending**

**Brian Hill queried “parking” of current strategy and suggested that football had not received as much money as other clubs in the past.**

**Joan Westbury – similar comments including change of Council.**

**Julie Butler– raised traffic issues on Quaker Lane in connection with football.**

**Clint Walker – Cricket Club – asked about process of application.**

**Kathryn Thompson – flagged up that since 2019 CIL and S106 can be combined to spend on village facilities. Cllr Shakeshaft explained the terms of the S106 to KT however she was sure that the funds could be used on other village facilities. This is to be passed back to Vikki for advice.**

**Derek Purcicoe – confirmed that bowls is included in this S106 funding, and advocated spending on the football pavilion. Also he confirmed that the village centre had been upgraded but there were other items that still needed attention.**

**Simon Ratcliffe commented that 70 people are registered and signed up for football – 50% from the village – some improvements need to be made**

**Sheila O’Malley - asked if a copy of the S106 agreement available and also suggested that there may be a waiver on what money is used for. District Cllr. Shakeshaft updated the meeting on S106 issues following discussion with NSDC. He reported that there is a possibility of change of submission date, but it is unlikely that usage can be altered.**

**David Austin – commented that before spending on sports facilities for football, vehicular access issues need to be sorted out.**

**Clare Austin - pointed out how useful the village centre is but how improvements, e.g. air conditioning would be very useful.**

**Mary Singleton – asked why a deadline couldn’t be extended – Cllr M. Shakeshaft reiterated his previous comments.**

**Trevor Tarbox – commented on a new bowls club pavilion idea in a revised location, and in the context of additional car parking. 65 active members; coaching course. Made point that bowls club hasn’t itself proposed a new pavilion.**

b. Any urgent village matters not previously raised

**Sue Boughey – suggested that a new copy of the Farnsfield Guide be produced – last one was in 1993.**

**Kathryn Thompson – are FPC supporting lobby group RAGE against incinerator in Bilsthorpe – Derek Purcicoe gave more details of the project.**



#### Items to approve

23.41 The 16<sup>th</sup> of May 2023 Full Council meeting minutes as accurate

**The Minutes of the Full Council Meeting on 16<sup>th</sup> May were approved and accepted.**

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

23.42 To discuss the allocation of S106 Miller (Facilities) funds of £73,331.47 with a spend deadline of September 2023

**Cllr M. Shakeshaft reported on his contact with Newark & Sherwood District Council. Miller Homes have been approached and may be inclined to give an extension. This will be discussed between the parties over the next few days. Cllr M. Shakeshaft will continue to press for a decision.**

**Cllr Westbury pointed out that the timescale for allocation of available funds is very tight. In this respect, Cllr. Harris Sutton suggested that another extra Ordinary Council meeting be held after the next full Council meeting, in order to progress any project effectively.**

23.43 The formation of any working parties required from the discussion within 23.42 and to agree the terms of reference of the formed working parties

**Cllr Sarre led a discussion of various models for a working party, resulting in a proposal that 5 Councillors be appointed and an additional Councillor as Chair. Each Councillor should look at an individual project and report back to the full Council at the next meeting. It was noted that Cllrs J & M Shakeshaft will be away, therefore not able to participate.**

**Cllr Sarre indicated that the Clerk is happy to support the process. He proposed that previously drafted and circulated terms of reference be accepted, including an amendment that the Clerk be asked to be actively involved; this was approved. Councillors then approved the motion that 5 Councillors form the working party, plus a Chair. The deadline for submission of information to all Councillors will be 19<sup>th</sup> June, to be used as supporting documentation for the 27<sup>th</sup> June Full Council Meeting.**

**Nominations were then made to allocate roles, as follows:- Cllr Healy to liaise with the tennis club, Cllr Westbury - football, Cllr Drew - cricket, Cllr Puddephatt – bowls, Cllr Cracknell – Village Centre, all with support from the Clerk. This was approved. Cllr Thompson indicated an interest in the role of Chair and Cllrs Harris Sutton was proposed by Cllr Drew; a vote was held, and Cllr Thompson was appointed to the role. Cllr Thompson requested the help of Cllr Harris Sutton in this role.**





## **Minutes of the Full Council Meeting held on Tuesday 27<sup>th</sup> June 2023 at 7:00pm**

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

**Present:** Cllrs. John Cracknell, Kim Drew, Charlotte Harris-Sutton, Corinne Moore, Peter Sarre, Joyce Shakeshaft, Maurice Shakeshaft (Newark and Sherwood District Councillor), and Mike Thompson

**Also present:** Vikki Arkell (Clerk & RFO)

### **Meeting Items**

Cllr Sarre informed the room that he would be recording the meeting

23.44 To receive any apologies for absence

**Apologies were received from Cllr Westbury**

23.45 To receive any declarations of interest

**Cllr Thompson - item 23.63 as he lives on Cotton Mill Lane, Cllrs; Healy, J Shakeshaft – item 23.61 as members of the Tennis club and Cllr Sarre – item 23.61 as a social member of the Cricket Club**

23.46 Public Session

a. Representation regarding items on the agenda

**Julie Butler – Item 23.59, JB encouraged the return of the speed gun and would like training to use the speed gun. JB also encouraged the formation of a working party under 23.63. JB referred to a petition that had been emailed to the Council regarding traffic and speeding on Quaker Lane.**

**David Austin – Item 23.63 thanked the Council for consideration of the matter and hoped that access from Parfitt Drive will be considered to access facilities belonging to the Council.**

**Mrs Singleton - reiterated what had been said by JB and DA**

**Francis O'Malley – FOM shared his concern in the way that the s106 working party had considered the areas that the s106 funds could be used towards**

b. Urgent village matters not previously raised

**Brian Hill – referred to an email he had sent to the Council in regard to a freedom of information request. He asked if Councillors wished to comment on the questions he had raised. Cllr Sarre informed BH that questions or concerns within the email should be addressed to the monitoring officer.**

**Godfrey McIntosh – in reference to BH's comment, GM shared his concern that it seemed that a previously standing Councillor was put on "probation" and that all Councillors weren't going to be given an even chance.**

**Cllr Harris Sutton said that she felt uncomfortable about the emails that had been circulated however she hoped to move forward with an open and more considerate Council.**

**Sheila O'Malley – SO'M shared her hopes that future conversations will be transparent and open**

**Moira Owen – MO said it appeared there had been some kind of undemocratic approach, whereas the Council had promised they would be more democratic**

### **Items to receive or note**

23.47 Reports from the County and District Councillors





**Cllr Laughton informed the Council that the New Hill yellow line road traffic order (RTO) had received an objection which has pushed the process back to the reporting stage. He continued to explain that the Ridgeway RTO was out for formal consultation which is approximately 6 weeks. Nominations have now been opened for the mayoral position with funding to make sure the mayoral operation is set up before the mayor is elected. Applications have been made for the mayor to be the authority on transport removing it from the department of transport.**

**Cllr Laughton explained the new potholing policy to the Council. Previously all dangerous potholes must be mended within 24hrs, but this moved to a week to allow them to be fixed properly and hopefully result in a longer-term repair. This new resurfacing policy also looks to increase resurfacing in the winter**



Cllr M Shakeshaft addressed the Council, he informed the Council he has been contacted by a resident regarding a person sleeping at a bus stop. He has requested the bus stop be cleaned and is looking at resources to aid the person sleeping rough.

#### 23.48 The May 2023 Financial Summary

Financial Summary at 31st May 2023			
Unity Trust opening balance	£74,097.07		
Monthly receipts		£2,686.23	
Monthly payments		-£28,043.31	
Unity Trust closing balance		£48,739.99	
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>£248,069.93</b>		
Made up of	Spent/Received in 2023-24	Notes	
CIL spend by April 2024		£56,660.70	
CIL spend by April 2025		£18,714.96	
CIL spend by January 2026		£1,446.80	
<b>Total CIL</b>	<b>£76,822.46</b>		
Council Projects EMR (Projects carried over from previous years)		£254.50	
Village Centre Renovation EMR		£16,000.00	
Playground Renovation EMR	-£11,326.67	£11,000.33	
<b>Total Ear Marked Reserve</b>	<b>£104,077.29</b>		
<b>General Reserve</b>	<b>£114,421.78</b>		
<b>Current Fund</b>	<b>£29,570.86</b>		
<b>Total Funds</b>	<b>£248,069.93</b>		
Money awarded to Farnsfield Parish Council held by Newark and Sherwood District Council			
S106 Miller (Facilities) Spend by September 2023		£73,331.47	
S106 Bellway (Facilities) Spend by August 2024		£68,416.61	

The Council noted the May 2023 Financial Summary

#### Items to approve

23.49 The 6<sup>th</sup> of June Full Council meeting minutes as accurate

**Councillors had requested two amendments to the minutes prior to the meeting. The Council resolved to accept the minutes with the amendments included**

23.50 June 2023 bills for payment



Bills For Payment June 2023							
Approval Code	Payment To	Description	Net	VAT	Gross	Notes	
Invoices to approve							
1	23.16	Newark and Sherwood District Council	Acres bin collection - 12 months	£171.60	£34.32	£205.92	
2.1	APM23.35		Core Grounds Contract April-June 2023	£2,174.00	£434.80	£2,608.80	
2.2	APM23.35		Small Grounds Contract April-June 2023	£640.00	£128.00	£768.00	
3	22.195	Oxon Accountancy	Internal Audit	£110.00	£0.00	£110.00	
4		Kirkland and Lane	Asset Registry Fees	£338.54	£67.71	£406.25	
5	23.15	John Slack Flooring	Replacement of the Attic Room and landing flooring	£3,990.59	£798.12	£4,788.71	
6	TK/VA	GMS	VC Cleaning Supplies	£168.60	£33.72	£202.32	
CC payments							
21	APM23.35	HP	Monthly Printer Ink Subscription	£3.74	£0.75	£4.49	June CC Bill
22		Post Office	Stamps - Banking	£1.60	£0.00	£1.60	June CC Bill
Direct Debits, Standing Orders and Pre Authorised Payments							
31	APM23.35	Newark & Sherwood District Council	VC Waste Collection	£25.55	£0.00	£25.55	Increase for 23/24
32	APM23.35	Zest Group	Monthly 365 Services	£121.50	£24.30	£145.80	
33	APM23.35	EON (April Bill)	Wilson's Field Electricity	£12.27	£0.61	£12.88	
34	APM23.35	EON (April Bill)	Village Centre Electricity	£104.98	£5.25	£110.23	Smart
35	APM23.35	EON (April Bill)	Pavilion Electricity	£17.47	£0.87	£18.34	Smart
36	APM23.35	British Gas	VC Gas	£16.21	£0.81	£17.02	Smart
37	APM23.35	Waterplus (May Bill)	VC Water	£146.76	£0.00	£146.76	
38	APM23.35	Waterplus (May Bill)	Allotment/Pavilion Water	£66.73	£0.00	£66.73	
39	APM23.35	British Telecom	Broadband and Telephone (inc mobiles)	£65.29	£13.05	£78.34	
40	N/A	Lloyds	CC Fee	£3.00	£0.00	£3.00	
41	N/A	Diamond Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	
Receipts to note							
		Library Rent/NCC	Q1 payment	£735.25		Should be £845 for 23/24 - BW following up	

The Clerk presented an invoice from GMS for £202.32 in addition to the previously circulated bills for payment. The Council resolved to authorise the payment of all invoices

23.51 The staff absence procedure as recommended by the Staffing Committee

**The Council resolved to accept the procedure as recommended**

23.52 The publication of the Council's "plan for the quarter"

**The Council resolved to publish the "plan for the quarter" as drafted. To be published on the Farnsfield Parish Council website, Facebook page as well as on the digital notice board. Hard copies should be made available to those who are considered not on the internet and to be included in the Farnsfield Flyer.**

23.53 The Annual Governance documents for year ending 31<sup>st</sup> March 2023

**Cllr Drew stated that she would be answering the statements to the best of her knowledge as the statements relate to the 22/23 year in which she wasn't a Councillor.**

a. To receive and note the Annual Internal Audit Report completed by the internal auditor

**The Council previously received and noted the Internal report**

b. To complete and approve the Annual Governance Statement 2022/23 of the Annual Return

**Cllr Sarre completed the Annual Governance Statements with the Council. The Council approved the completed statement and Cllr Sarre signed as the Chairman of the meeting**

c. To consider, approve and sign the Statement of Accounts 2022/23 of the Annual Return

**The Council considered, approved and Cllr Sarre signed the statement of accounts**

d. To accept the Annual Governance and Accountability Return

**The Council resolved that the AGAR was complete and ready to be submitted**

e. To note the dates of the Notice of Public Rights and Publication of Annual Governance and Accountability Return

**The Council noted the Notice of Public Rights dates as Monday 3<sup>rd</sup> July – Friday 11<sup>th</sup> August 2023**

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

23.54 To organise a "village get together" in the Lower Hall of the Village Centre on Thursday the 13<sup>th</sup> of July and to set a budget for refreshments

**Cllr J Shakeshaft explained the idea behind the event. The Council resolved to go ahead with the event in September with a confirmation of the date and budget at the next meeting.**

**Cllr Sarre moved item 23.63 to be considered after 23.56 so all working parties are formed together**

23.55 The formation of a working party to facilitate the creation of a Youth Council in Farnsfield



**Cllr Moore explained why she had made the proposal to create the working party. The Council resolved to form the working party with the terms of reference as drafted. [The Clerk to publish the TOR](#)**

**The Council resolved for the members of the working party be Cllrs; Moore and J Shakeshaft as lead members with support from Cllrs; Harris-Sutton and Drew**

23.56 The formation of a working party to identify the needs of senior citizens, and those who are isolated and/or vulnerable

**Cllr Moore explained why she had made the proposal to create the working party. The Council resolved to form the working party with the terms of reference as drafted. [The Clerk to publish the TOR](#)**

**The Council resolved for the members of the working party to be Cllrs; Moore, Healy, M Shakeshaft and Thompson as well as residents Chris Puddephatt and Gill Sarre who were present in the audience of the meeting**

23.57 The editor and publication dates for the next edition of the Farnsfield Flyer

**Cllr M Shakeshaft offered to edit the next edition of the Farnsfield Flyer with the next publication date to be the 18<sup>th</sup> July. Future publication will be in line with the fiscal quarter**

23.58 To discuss if the Council can support the annual Christmas event by facilitating and funding a road closure to ensure public safety

**The Council resolved that if a Christmas event were to be organised by members of the village as they have in previous years, the Council would fund and facilitate a road closure to ensure the safety of the attendees. [Cllr Drew to speak to previous organisers of the event](#)**

23.59 To request the return of the speed gun so action can be taken up by residents for training and the use thereof

**The speed gun has been returned to the Council. [Cllr Drew to research the training options further and bring any information found back to the next meeting](#)**

23.60 If the Council should obtain quotes to understand the legal aspect of land in the absence of deeds, covenants and to consider indemnity

**The Council supported Cllr Drew contacting a solicitor to discuss how the Council can be certain of any conditions or covenants on land in the absence of deeds**

**[Cllr Sarre proposed to extend the meeting past 9pm as required to complete the items on the agenda. The Council resolved to extend the meeting](#)**

23.61 To receive the research and recommendations from the S106 funding working party as to how to allocate the spend of the Miller S106 funding

**Cllr Thompson gave the Council an overview of the research conducted and the recommendations from the working party on how the funds should be allocated.**

**The Council resolved to move forward with the recommendation that the following projects are progressed; Pavilion - internal renovation, Village Centre - Upper Hall air conditioning installation, a contribution towards Tennis Club lighting replacement and a contribution towards the Cricket Club's changing room renovation. The Council resolved for these projects to be progressed and 3 quotes obtained to receive firm costings. The Council delegated the Pavilion to Cllr Sarre, Village Centre to Cllr Cracknell, Tennis Club to Cllr Healy and Cricket Club to Cllr Drew. The Clerk to lead the group and contact Newark and Sherwood District Council to ensure that these projects meet the S106 agreement criteria. All quotes, final fund allocation and completed applications should be ready for Monday 17<sup>th</sup> July to enable the item to be on the 25<sup>th</sup> July meeting.**





23.62 To delegate the current duties of the Clerk; and to consider if the current Clerk & RFO should be moved to a zero-hour contract to enable her to be able to support the Council in fulfilling the basic duties of the RFO and to Clerk the scheduled meetings in July whilst the replacement Clerk & RFO is sought.

**The Council resolved for the Clerk & RFO to continue as RFO for 3 hours per week from the 10<sup>th</sup> July until the 31<sup>st</sup> of August 2023, to remain on the same rate of pay and pension contributions. The Council also agreed that the Clerk should attend to minute the two sets of meetings already scheduled on Tuesday 11<sup>th</sup> July and 27<sup>th</sup> July and prepare (and publish) the minutes afterwards. The Clerk to retain the Council laptop to facilitate these duties.**

**The Council resolved for the following Councillors to take on the duties of the Clerk whilst the recruitment process is fulfilled.**

**The Council resolved for: Cllr Sarre to take on the Clerk's correspondence including email account and mobile phone. Cllr Cracknell to be the contact person for the staff if they need assistance with the Village Centre or Council owned property and Cllr Healy to be the contact for Newark and Sherwood District Council re grounds maintenance.**

**The Council delegated for Cllr Sarre to authorise the payment of the RFO's wages with a guideline of 3 hours per week, plus the two scheduled meetings, plus approximately 1.5 hours to prepare each set of minutes.**

**The Council resolved that all delegation referring to the Clerk be temporarily amended to the "RFO" for the period of 10<sup>th</sup> July – 31<sup>st</sup> August 2023.**

23.63 The formation of a working party to develop recommendations for improving access to recreational facilities on the Eastern side of Farnsfield

**Cllr Sarre explained why he had proposed the formation of the working party. The Council resolved to form the working party with the amendment that the working party also consider "parking" under their remit. Cllr Drew submitted some amendments to the original terms of reference proposed by Cllr Sarre.**

**The Council resolved for the terms of reference to be accepted with the addition of paragraphs 1 and 3 as added by Cllr Drew. [The Clerk to publish the TOR](#)**

**The Council resolved for the members of the working party be Cllr Sarre as lead and Cllrs Healy, and Cracknell**

23.64 To agree the banking arrangements

**Due to the resignation of Chris Puddephatt and the new signatory applications still processing there is no Councillor to be the second authoriser for the bank payments. Chris Puddephatt has stated that she would be happy to continue to authorise the payments on behalf of the Council whilst the new applications are completed. The Council resolved for Chris Puddephatt to authorise the payment and be provided with copies of invoices she required to complete the payments.**

23.65 To appoint a member and chair of the Staffing Committee

**The Council resolved to appoint Cllr Harris-Sutton as a member and Chair of the Staffing Committee**

**The meeting closed at 21.26**