

Minutes of a meeting of Farnsfield Parish Council held at 7pm on Tuesday 28 April 2020. This was a virtual meeting held over the internet due to Covid19.

Present: Cllrs. Purcicoe, Johnson (Acting Clerk), I. Clarke, K. Clarke, Dennis, Healy, Puddephatt, Selby, Strawson, Westbury.

A member of the public dialled in to listen to the meeting part way through.

20.28 No apologies for absence were received.

20.29 No declarations of interest were received.

20.30 Reports from the district and county councillors

Cllr. Laughton reported that Newark and Sherwood District Council are discussing how to kickstart the economy and get businesses going again.

Cllr. Puddephatt asked Cllr. Laughton why he had said that the Notts County Council community fund would not consider applications where the funding is for computers. He said that schools are open to children who are considered at risk and offered to check if funding might be considered for the provision of laptops for children who might need them while being home schooled.

20.31 Residents were invited to submit questions or comments before the meeting. There were no public comments or questions.

20.32 The minutes of 24 March 2020 council meeting were accepted by resolution of those councillors present at the meeting.

20.33 Finance

20.33.1 Councillors approved by resolution to accept the April 2020 bills for payment.

Bills for Payment April 2020 up to 21 April

Approval	Supplier	Description	Net	VAT	Gross
For submission after approval					
FRM20.06.2	Whittlestone	gas boiler service x	£119.00	£23.80	£142.80
DP/JJ	Rainworth	2 tan timber	£3.89	£0.78	£4.67
	Fencing				
PCM19.39	Mr. Gs	VC window cleaning	£15.00	£0.00	£15.00
DP/JJ	Cllr. Westbury	expenses/Speed	£138.67	£0.00	£138.67
		gun			
PCM19.39	ASL	print & copy charges	£13.83	£2.77	£16.60
Pre-approved					
Direct Debits and Standing Orders					
PCM19.39	BT	mobile phones	£15.00	£3.00	£18.00
PCM19.39	Eon	Wilson's Fld	£29.90	£1.50	£31.40
		electricity			
PCM19.39	Eon	Pavilion electricity	£15.32	£0.77	£16.09
PCM19.39	NSDC	VC Refuse	£22.18		£22.18
	Tradewaste				
PCM19.39	Waterplus	VC water	£473.48		£473.48
PCM19.39	Tom's Garden	grass & path maint	£368.00	£0.00	£368.00
	Svcs				
PCM19.39	Peac Finance	Copier Hire	£101.00	£20.20	£121.20
PCM19.39	Eon	Street lighting	£268.05	£13.40	£281.45

20.33.2 The financial summary as at 31 March 2020 was noted.

Cumulative funds are represented by

Unity Trust Bank	£168,348.80
Nationwide Building Society	£126,410.65
Mansfield Building Society	£85,000.00
Total	£379,579.45

Held as

Current Year Fund including Reserve	£118,480.65
Best Kept Village Earmarked	£ 2,129.12
CIL spend by April 2021	£39,907.43
CIL spend by April 2022	£21,824.94
CIL spend by April 2023	£27,408.17
CIL spend by April 2024	£99,165.87
SANGS spend by Sept 2020	£1,593.12
s106 Ash1 spend by Sept 2020	£69,250.15
Total	£379,579.45

20.33.3 Councillors approved the 31 March 2020 quarter end and year end accounts.

20.34 Acting Clerk's report

Cllr. Murden has resigned from Council. Newark and Sherwood District Council were notified immediately and have advised that at present posting a notice would not be in line with Government advice to reduce the spread of coronavirus. They have asked us to publish the notice when Government begins to ease current restrictions rather than immediately.

Update on staffing - The booking clerk and cleaner have been reassigned administrative work and some maintenance work in the village centre. The caretaker is continuing with litter picking, health and safety checks and minor playground equipment repairs. Recruitment is on hold because of issues around recruitment, induction and training. Cllr. Johnson continues as Acting Clerk with support and assistance from councillors with a focus on year end obligations.

Update on volunteer effort regarding Covid19 - Just over thirty vulnerable people or their relatives have made contact and volunteers have collected prescriptions, taken people to urgent hospital appointments and brought them back and done shopping. There are enough volunteers to manage demand at present.

Various initiatives are on hold including the roof and window works, signage for the Lock-up and the insurance valuation.

Community Infrastructure Levy totalling £18,714.96 has been received.

20.35.1

Cllr. K. Clarke declared an interest and abstained from voting on this item.

Councillors approved by resolution not to comment on planning application 20/00562/FUL

20.35.2

Councillors approved by resolution not to comment on planning application 20/00162/FUL

20.36 Items for resolution

20.36.1 Councillors approved the 2020-21 schedule of pre-approved payments.

20.36.2 Councillors approved by resolution the 2020-21 arrangements for insurance cover in respect of all insured risks and agreed to continue with Zurich as the insurance provider with the same arrangements as last year.

20.36.3 Councillors considered the terms of reference, frequency and configuration of the standing committees.

The Acting Clerk recommended dates for meeting which need to be approved at the 26 May meeting. Currently there are two committee meetings on the same evening on ten months of the year. This is onerous and limits each meeting to one hour which is often too long for the first meeting of the evening and too short for the second. A suggested alternative timetable is

- full council meetings to start at 7:00. and meet every month including August
- Finance & Risk committee to meet quarterly in April, July, October and January
- Facilities & Planning committee to meet in June, August, September, November, February, March and May
- Staffing committee to meet in June, September, November, February, dates and times to be determined.

We get only 21 days' notice for planning applications. We could give both Facilities and Finance committees delegation to comment. Alternatively our standing orders make provision for an extraordinary meeting to be called so that Council can agree a comment.

Where all councillors have been members of our committees then we have effectively been having three full council meetings a month. The idea of the committees is to have fewer councillors than full council. Councillors to consider how many councillors should comprise each committee and the quorum for each so that revised terms of reference can be prepared.

Councillors agreed to consider these suggestions before 26 May meeting.

20.36.4 Councillors approved by resolution not to rescind the additional delegated authority granted to the Clerk on the 24 March 2020.

The following delegations therefore remain in place:

- to make staffing decisions following consultation with members of the staffing committee
- to decisions in relation to the operation and management of the village centre following consultation with the chairman and the Facilities and Planning committee chairman
- to make decisions in relation to the operation of the village facilities and services following consultation with the chairman and the Facilities and Planning committee chairman
- where explicit delegation has not been given and decisions cannot reasonably be deferred, Cllr. Johnson as Acting Clerk to make such decisions following consultation with councillors and such decisions to be ratified as soon as possible at a council meeting
- to submit for payment wages and any bills for spend where the work or supply has already been approved by council (bank signatories to check that proper practice and financial regulations have been adhered to)
- to renew the insurance when due and any other spends usually approved at the annual meeting
- where explicit delegation has not been given and decisions cannot reasonably be deferred, Cllr. Johnson as Acting Clerk to make such decisions following consultation with councillors and such decisions to be ratified as soon as possible at a council meeting.

20.36.5 To consider changes to the 2020-21 budget as recommended by the Acting Clerk.

The Acting Clerk reported that loss of income from Village Centre hire was estimated at £2000 per term-time month. For the part month of March plus April and May this amounted to £5000. An amendment to the resolution was proposed and accepted.

Councillors agreed by resolution to accept an amended proposal to defer a decision on the budget until, the June council meeting.

20.36.6 Councillors agreed by resolution to appoint Kenneth Goddard as internal auditor.

20.36.7 Councillors approved by resolution the side agreement prepared by NSDC for receipt of the Ash Farm2 s106 funding and that Cllr. I. Clarke along with the Acting Clerk would sign the agreement.

20.36.8 Councillors agreed by resolution to adopt the revised Code of Conduct.

20.36.9 Councillors considered how Council can help the community during the Covid19 and if Council should apply for a Notts County Council Community Grant and agreed to find out more and discuss possible options further.

20.36.10 To discuss recording of the remote meetings and to decide whether to publish via a link on the Council website. Cllr Dennis withdrew his proposal.

20.36.11 To consider a request from St. Michael's church to finance the service and repair of the church clock which has stopped.

Advice from the legal team at the National Association of Local Councils (NALC) is that we are not legally allowed to contribute under Section 8 of the Local Government Act 1894 which prevents the parish council from contributing to the maintenance of church property.

Additionally NALC legal briefing L01-18 states that "The powers of the 1894 Act prohibit councils' involvement in property relating to the affairs of the church, e.g. the maintenance or improvement of buildings or land or from contributing to the costs."

Councillors approved by resolution to send a reply to St. Michael's church explaining why we cannot contribute to the service and repair of the church clock.

The meeting closed at 9:05 pm.

Minutes of a meeting of the Annual meeting of Farnsfield Parish Council held at 7pm on Tuesday 26 May 2020.

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

Present: Cllrs. Purcicoe, Johnson (Acting Clerk), I. Clarke, K. Clarke, Dennis, Healy, Selby, Puddephatt, Strawson, Westbury. A member of the public joined part way through.

20.20 There were no declarations of intention to record the meeting

20.21 No apologies for absence were received.

20.22 Declarations of interest received.

Cllr. K. Clarke declared a personal interest in item 20.44.3, stayed in the meeting and did not comment.

Cllr. Dennis declared a personal interest in item 20.44.4, stayed in the meeting and did not comment.

Councillors accepted a proposal from Cllr. Purcicoe to change the order of the agenda to move items 20.43.1, 20.44 and 20.49.2 to be dealt with after item 20.41.

20.23 Report from district and county councillor - Cllr. Laughton was unable to attend.

20.24 Below are questions emailed to Cllr. Purcicoe by a resident prior to the 26 May council meeting. Cllr. Purcicoe answered as detailed in bold.

Why are all these potential changes being made in a period when there are no traditional meetings and the public have limited input? **Council are required to review certain policies annually as stipulated in our Standing Orders.**

Has the council been ineffective over the past year to warrant the change? **No council has not been ineffective.**

In relation to 20.43.3,5,7,9 where can we see the revised terms of reference for the 4 sub-committees? Are they in the public domain, and if not, why should they be up for acceptance at tomorrow's meeting? **The draft terms of reference are for committees not sub-committees and will be published once accepted.**

Why do delegation arrangements need review? What is the purpose of this and when was the last review undertaken? **Delegation arrangements are reviewed annually, refer to our Standing Orders.**

Will all sub-committees be autonomous, or will they make recommendations to the full council, who will then vote? If the former is the case, it appears to be somewhat undemocratic? **FPC only have committees currently not sub-committees. Committees have delegated powers as defined in their terms of reference.**

For item 20.43.12, why is a change being made in relation to standing orders? **Standing Orders are reviewed every year.**

Are the public allowed to participate in the meeting, as per traditional Parish Council meetings? **Yes, as indicated on the agenda.**

20.25 A proposal that the draft minutes be accepted was made.

An amendment was proposed to change the minute for item 20.36.10 to "Cllr. Dennis withdrew his proposal". Councillors accepted the amendment.

Cllr. Westbury proposed an amendment to change references to “Clerk” in the minutes to “Acting Clerk”. Councillors accepted the amendment.

Cllr. Dennis proposed an amendment to change the minute for item 20.36.5 to include the resolution only which was not accepted.

The minutes were accepted as being accurate with the changes from the two accepted amendments above.

20.26 Annual Meeting Business

20.26.1 Councillors resolved to re-appointment Cllr. Purcicoe as Chairman and Cllr. Johnson as Vice-Chairman.

20.26.2 Councillors reviewed the delegation arrangements without comment.

20.26.3 Councillors resolved to accept the Facilities committee revised terms of reference.

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

20.26.5 Councillors resolved to accept the Finance & Risk committee revised terms of reference.

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

20.26.7 Councillors resolved to accept the Staffing committee revised terms of reference.

20.26.8 Councillors resolved to appoint Cllrs. Johnson, Puddephatt and Strawson to the Staffing committee and appoint Cllr. Johnson as the Chairman.

20.26.9 Councillors resolved to accept terms of reference for the new Planning committee with an amendment “the committee will meet as required giving three working days’ notice of all decision making meetings”.

20.26.10 Councillors resolved to appoint Cllrs. Dennis, Puddephatt, Selby and Strawson to the Planning committee and appoint the Cllr. Dennis as the Chairman.

20.26.11 Councillors agreed the time and place of meetings of the Council and standing committee meetings.

20.26.12 Cllr. Dennis proposed that the decision on the change to standing orders be deferred. The proposal was not accepted.

Councillors resolved to readopt Standing Orders with a change to revert to the recommendation in the Model Standing Orders that “the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.”

20.26.13 Councillors resolved to adopt the Financial Regulations.

- 20.26.14 Councillors noted the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses with the addition of the arrangement with NSDC who pay the loan for the purchase of the Village Centre.
- 20.26.15 Councillors resolved to appoint Cllrs. Dennis and Cllr. Selby to the Safer Neighbourhood Group.
- 20.26.16 Councillors noted a report from Cllr. Johnson, Acting Clerk on the inventory of land and other assets including buildings and office equipment. The asset register has been forwarded to councillors ahead of the meeting updated with fixed assets acquired in 2019-20. The asset register is under review to make sure that all fixed assets are included.
- 20.26.17 Councillors reviewed policies, procedures and practices in respect of our obligations under freedom of information and data protection legislation without comment.
- 20.26.18 Councillors resolved to defer a review of policy for dealing with press and media.
- 20.26.19 Councillors reviewed the complaints procedure without comment.
- 20.26.20 Councillors resolved to adopt the revised grievance and disciplinary policies and procedures as recommended by the Staffing committee.
- 20.26.21 Councillors noted the following discretionary expenditure under s137 of the Local Government Act 1972 for 2019-20 which totalled £1595.47.
- | | |
|---------|--|
| £500 | Grant for churchyard upkeep to St. Michael and All Angels |
| £450 | Grant to Farnsfield British Legion towards a projector for the summer family event |
| £20 | Remembrance wreath |
| £5 | Promotional leaflets for Christmas lights turn on |
| £482.17 | Best Kept Village |
| £138.30 | CPR training and defibrillator supplies |
- 20.27 Planning applications
- 20.27.1 Councillors resolved not to comment on planning application 20/00648/FUL.
- 20.27.2 Councillors resolved not to comment on planning application 20/00697/LBC.
- 20.27.3 Councillors resolved not to comment on planning application 20/00733/FUL.
- 20.27.4 Councillors resolved not to comment on planning application 20/00739/FUL.
- 20.28 To approve the Annual Governance documents for year ending 31st March 2020
- 20.28.1 Councillors accepted the report from the internal auditor.
- 20.28.2 Councillors resolved to approve the Annual Governance Statement.
- 20.28.3 Councillors resolved to approve the Accounting Statement.
- 20.28.4 Councillors resolved to approve the Annual Governance and Accountability Return.
- 20.29 To note the Acting Clerk's Finance Report

FPC Financial Summary at 30 April 2020

Unity Trust opening balance	£168,348.80	
Monthly receipts		£60,710.82
Monthly payments net of VAT		-£2,532.05
VAT		-£103.62
Unity Trust closing balance		£226,423.95

Nationwide opening balance	£126,410.65	
Nationwide closing balance		£126,410.65

Mansfield BS opening balance	£85,000.00	
Mansfield BS closing balance		£85,000.00

Total Funds **£437,834.60**

Made up of

Best Kept Village Reserve	£2,129.12
S106 Ash 1 spend by Sept 2020	£69,250.15
CIL spend by April 2021	£39,907.43
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
SANGS Reserve	£1,593.12
General Reserve	£118,480.65
Current fund	£39,360.19

Total of EMR and current fund **£437,834.60**

20.30 To approve the bills for payment

Bills for Payment May 2020

Approval	Supplier	Description	Net	VAT	Gross
For submission for payment by bank transfer					
BW	Best4Pests	Mole control	£85.00	£0.00	£85.00
DP/JJ	Robin Sprigg	expenses/painting materials	£106.56	£0.00	£106.56
PCM20.36.1	NSDC	Biannual dog waste disposal	£988.00	£197.60	£1,185.60
PCM20.36.1	Zurich	Annual insurance	£5,214.17	£0.00	£5,214.17
PCM20.6.2	Whittlestone & Sons	Boiler flue repairs	£563.00	£112.60	£675.60
PCM20.35a	1st Farnsfield Scouts	Refund - hire charges Mar-Jul	£348.75	£0.00	£348.75
PCM20.36.1	ASL	print & copy charges monthly	£12.45	£2.49	£14.94
PCM20.36.1	ASL	print & copy charges meter read	£38.87	£7.77	£46.64

Direct Debits and Standing Orders

PCM20.36.1	BT	mobile phones	£15.00	£3.00	£18.00
PCM20.36.1	BT	quarterly phone/broadband	£210.63	£42.12	£252.75
PCM20.36.1	Eon	Wilson's Fld electricity	£10.41	£0.52	£10.93
PCM20.36.1	Eon	Pavilion electricity	£11.03	£0.55	£11.58
PCM20.36.1	Waterplus	Pavilion quarterly water	£261.07	£0.00	£261.07
PCM20.36.1	Tom's Garden Svcs	grass & path maint	£368.00	£0.00	£368.00
PCM20.36.1	Eon	VC Gas	£111.39	£5.57	£116.96
PCM20.36.1	Eon	VC electricity	£89.45	£4.47	£93.92
PCM20.36.1	Lloyd's Bank	Monthly credit card charge	£3.00	£0.00	£3.00

Cllr. Johnson is querying with Waterplus why the full amount on the invoice of £261.07 was not taken by direct debit. Only £53.23 was taken, the latest bill amount.

Councillors resolved to approve the bills for payment.

20.31 To receive and note correspondence received.

A resident had asked if Bellway is intending to finish off the hedging on Southwell Road near the "pond". Cllr. Puddephatt is waiting for a response from Bellway.

20.32 Other items for consideration and resolution

20.32.1 There was no proposal re the casual vacancy after councillors had considered advice from NSDC.

20.32.2 Four decorators were contacted and two quotes for decorating the Village Centre were received.

Councillors resolved that Sherwood Decorator's should be commissioned to decorate the halls and corridors of the Village Centre at a cost of £4,871.00 on the basis of best value. The decision regarding how this will be funded will be deferred until the June meeting.

20.33 Planning Decisions for information

20/00412/FUL

Full Planning Permission

32 Alexander Road

20/00543/HPRIOR Prior Approval Not Required
20/00274/FUL Full Planning Permission - Retrospective

10 The Ridgeway
Hexgreave Hall

Minutes of a meeting of Farnsfield Parish Council held at 7pm on Tuesday 23 June 2020

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

Present: Cllrs. Purcicoe, Johnson, I. Clarke, Dennis, Selby, Puddephatt, Strawson, Westbury.
Cllr Healy joined at 19:07.

5 members of the public were also present.

20.50. To receive declarations of intention to record the meeting other than by council

There were no declarations of intention to record the meeting

20.51. To receive any apologies for absence

No apologies for absence were received

20.52. To receive any declarations of interest

Cllr. I. Clarke declared a personal interest in item 20.61 and 20.62, stayed in the meeting and did not comment.

Councillors accepted a proposal from Cllr. Purcicoe to change the order of the agenda to move items 20.62 to be moved before 20.55 on the agenda due to the amount of Public interest.

20.53. To receive reports from the district and county councillor

No report from district and county councillor.

20.54. 10 minutes for the public to comment and ask or answer questions about agenda items

No members of the public chose to speak.

Cllr Purcicoe read an email from a member of the public requesting a progress update from the Chairman with regards to the strategy project and what the next steps in the process are likely to be, with emphasis on young person's facilities and the skateboard working committee.

Cllr Purcicoe was unable to give an update as multiple counsellors are involved in different parts of the strategy to share the workload. Cllr Purcicoe gave his assurance that any progress made would be informed via report from individual councillors.

20.62. Council to discuss report entitled FPC Grants 2017/18 with a proposed resolution to delegate three members of council to meet with Tennis Club officials to request the return of the £10k grant. Supporting report available see Appendix 1.

Councillors were given opportunity to speak. The key points were noted as follows.

Cllr Dennis read a statement to the council he had pre prepared. in conclusion, Cllr Dennis supports the proposed resolution to delegate three members of council to meet with Tennis Club officials, to request the return of the £10,000 grant. Please find the full statement made by Cllr Dennis in Appendix 1.

Cllr Healy had hoped that the issue could have been resolved through meetings with the Tennis Club. Cllr Healy felt that by requesting the return of the £10,000 the only losers would be the kids in the community.

Cllr Westbury reiterated that this issue must be investigated as residents have asked questions about the grant received by the Tennis club.

Cllr Johnson believed it was understandable that the Tennis Club had refused to return the money as it was “out of the blue” and were not aware of any complaints regarding the grant they had received. Cllr Johnson however agreed that the council should deal with all complaints and the council need to make improvements to make sure processes are correctly followed. Cllr Johnson felt that this should be investigated further before coming to a decision.

Cllr Puddephatt reminded the council that Cllr Purcicoe and Cllr I Clarke had met with the Tennis club to request for the money back in March but unfortunately the Tennis club had refused. Cllr Puddephatt acknowledged that the Tennis club is a fantastic asset and the parish council is not asking for the money to be returned out of “spite” but to correct procedural errors by both the Council and the Tennis Club. In conclusion Cllr Puddephatt supports the proposed resolution to delegate three members of council to meet with Tennis Club officials to request the return of the £10k grant.

Cllr Purcicoe stated that the council must stay on right side of governance and by returning the grant and it would keep the Council on the right side of governance. Cllr Purcicoe agreed that mistakes have been made in the past. Cllr Purcicoe believes that errors were made in the funding application and in the approval of the funding by the council at the time. Cllr Purcicoe shared his concerns, that if the grant is not returned by the Tennis club then 3rd parties may have to be involved, if this were to happen Cllr Purcicoe would want to distance himself from this issue. Cllr Purcicoe supports the proposed resolution to delegate three members of council to meet with Tennis Club officials to request the return of the £10k grant.

Cllr Westbury clarified that the Council want to be able to give the grant to the tennis club however it is clear that the council didn't follow their own policies and therefore it should be returned to be awarded in the correct way.

Cllr Selby was given the opportunity to speak and suggested that if the Tennis club could have come forward and let the Council know about delays in the project due to “unknowns” and therefore delays in spending the grant within the correct time frame. The Council and Tennis Club could have then discussed how to resolve this together.

All councillors had the opportunity to comment.

With a majority vote, it was resolved to delegate three members of council to meet with Tennis Club officials to request the return of the £10k grant. Councillors Dennis, Puddephatt and Westbury were delegated to meet with the Tennis club.

20.55. To accept the 26 May 2020 Full Council meeting minutes as accurate.

Cllr Purcicoe requested 20.41 was revisited. The recording of the meeting will be reviewed and the acceptance of these minutes will be moved to the next scheduled Full Council Meeting.

20.56. To accept the 9 June 2020 Facilities meeting minutes as accurate.

The minutes were accepted as being accurate

20.57.1. To note the Financial Summary as at 30 June 2020.

Unity Trust opening balance	£226,423.95
Monthly receipts	£47,982.75
Monthly payments net of VAT	-£9,005.47
VAT	-£376.69
Unity Trust closing balance	£265,024.54
Nationwide opening balance	£126,410.65
Nationwide closing balance	£126,410.65
Mansfield BS opening balance	£85,000.00
Mansfield BS closing balance	£85,000.00

Total Funds **£476,435.19**

Made up of

Best Kept Village reserve	£2,129.12
S106 Ash1 spend by Sept 2020	£69,250.15
S106 Ash2 spend by Feb 2023	£24,127.62
CIL spend by April 2021	£39,907.43
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
SANGS reserve	£1,593.12
General reserve CFWD from 2019-20	£118,480.65
Current fund	£53,833.16

Total of EMR and current fund **£476,435.19**

The document was previously circulated, the Financial Summary was noted.

20.57.2. To approve the bills for payment

The document was previously circulated, it was resolved to approve the bills for payment.

Approval	Description	Net	VAT	Gross
For submission for payment by bank transfer				
PCM20.36.1 RBS	annual support licence	£124.00	£24.80	£148.80
BW/JJ Best4Pests	bees nest village centre	£54.00	£0.00	£54.00
PCM20.36.1 Ulyett Landscapes Ltd	quarterly grounds maintenance	£1,365.75	£273.15	£1,638.90
PCM20.15.2 J R Islip & Sons	new windows & repairs VC	£4,335.00	£867.00	£5,202.00
PCM20.36.6 KG Enterprises	annual internal audit review FPC	£89.00	£0.00	£89.00
Fac20.36 Newark&Sherwood Locksmiths	VC new door locks & keys	£574.00	£114.80	£688.80
Direct Debits and Standing Orders				
PCM20.36.1 BT	mobile phones	£15.00	£3.00	£18.00
PCM20.36.1 Eon	Wilson's Fld electricity	£9.02	£0.45	£9.47
PCM20.36.1 Eon	Pavilion electricity	£8.99	£0.45	£9.44
PCM20.36.1 Waterplus	Pavilion water quarterly	£207.84	£0.00	£207.84
PCM20.36.1 Tom's Garden Svcs	grass & path maintenance	£368.00	£0.00	£368.00
PCM20.36.1 Eon	VC Gas	£27.10	£1.36	£28.46

PCM20.36.1 Eon VC electricity £35.52 £1.78 £37.30

20.57.3. To review and adopt the revised Treasury Management Strategy for 2020-21
The document was previously circulated, it was resolved to adopt the revised Treasury Management Strategy

20.57.4. To nominate a councillor to conduct the first quarter financial review
Cllr Dennis will conduct the first quarter financial review.

20.57.5. To confirm the unbudgeted, spend from Community Infrastructure Levy (CIL) funds recommended at the Facilities meeting

It was resolved to approve the unbudgeted spend to be taken from CIL funds comprising
 £630 for decorating of the VC toilets, landings, kitchens and office
 £696 to reprofile the upper hall stage with decorative panelling
 £688.80 to replace the three Village Centre front entrance door locks

20.57.6. To consider the value (currently £100) of works above which council must attempt to obtain multiple quotes and consider an amendment to the Financial Regulations
It was resolved to amend the value of works which the council must attempt to obtain multiple quotes would be increased to £999 inclusive of VAT. The Financial Regulations will be amended to reflect this.

20.58. Facilities
 20.58.1. Facilities report
No Report

20.58.2. To consider offering the Village Centre as classrooms for St. Michael's school.
It was resolved for Cllr Johnson to contact St. Michael's school offering the use of the Village Centre if necessary due to COVID-19.

20.58.3. To consider that, with new locks at the Village Centre, the first key issued per group is free of charge with subsequent keys incurring a refundable deposit.
It was resolved that each group will receive the first key free of charge and each replacement key would be replaced at a charge of £20. Ad hoc booking would be asked for a refundable deposit of £20 for each key given.

20.58.4. To consider the "Via East Midlands" weed killing schedule and if changes should be requested.
Cllr Healy brought to council the concern that the schedule of weed killing is not consistent and exclusions for weed killing needs to be reviewed. Cllr Johnson has had limited response from Vis East Midlands for more information on exact locations of weed killing.

It was resolved that the current exclusions would be requested for this year and the exclusions will be reviewed by the Council and Environmental Working Party with input from the residents for the schedule and exclusions next year.

20.59. Planning report.
No planning report.

20.60. To receive and note correspondence received

20.60.1. To consider a request from 1st Farnsfield Scouts on whether an application for a grant towards losses due to COVID can be made under our Grants Policy.

The council discussed the grants policy and if the Scouts are able to qualify for a grant under the current Grants policy. The council invited Chris Blockley, Scout group leader, to speak to discuss the level of loss due to COVID-19.

After some discussion, the council resolved to postpone a decision on this matter until more information can be gathered on how the non-profits could be assisted through COVID-19 by the council.

20.60.2. To consider a request from Farnsfield Villa FC to waive the £105 outstanding hire charge as no income from away matches, cancelled due to COVID, had been received

The council resolved to postpone a decision on this matter until more information can be gathered on how the non-profits could be assisted by the council during COVID-19.

20.61. To consider a request from Farnsfield Tennis Club to allow more time for the completion of the clubhouse extension works, supporting report available.

This has been addressed in the earlier discussion and the conclusion of Agenda Point 20.62.

The meeting was formally closed at 20:28

Appendix 1

Statement from Cllr Dennis regarding Item 20.62

You will probably all have read the report on the Grant allocation 2017/18. It is on the website and I have copied all interested parties. For the avoidance of being misquoted or misinterpreted I will make this statement available as an appendix for the minutes.

To me, this is a very simple issue being made very complicated and if we are not able to resolve the issue, then we are at risk of it being taken out of our hands. It would be counterproductive to apportion blame, but I need everyone to know that the application was flawed, the approval was flawed, the transfer of money was flawed and the timescale was flawed.

I believe, and I will stand to be corrected, that most, if not all, on the Parish Council want to see the Tennis Club legitimately get their extension. But I also believe that most Tennis Club members would not want to compromise Parish Councillors responsibilities to the village finances. I have read the emails from Tennis club members and residents. I take from their emails that they want the Parish Council to support the Tennis Club and although I have sympathy with that sentiment, I am disappointed that the members do not think that this Parish Council does support them. I think they are being misinformed. I detect a lack of understanding relating to Councillors' duty to protect and control Parish Finances for all residents.

Our Financial Regulations state that The Council is responsible in law for ensuring that its financial management is adequate and effective

If we are unaware of previous mistakes that cannot be rectified then I accept that it is difficult to see what this Council can do. However, it has been brought to our attention and the project is 12 months overdue. If Councillors think that errors have been made, then we should not turn a blind eye and we should ask for the money to be returned. If we allow the money to be retained, it will be to endorse previous errors and I will ensure that I personally distance myself from that decision in the event of any future legal challenges.

There has been a lot of talk from some quarters that the Tennis Club is not eligible to reapply for funding. This is totally untrue. I am stating this on public record. There is nothing in our Grants policy that precludes an application from Sports Clubs for funding.

And again, I will say this as a matter of public record. Having looked at the objective of the Tennis Club to build the extension, I see no reason why an error free application should not be approved. I also see no reason why the Parish Council is not able to apply the policy and legally approve and contribute money to the Village Clubs, including the Tennis club. I cannot predetermine any decision but I am predisposed towards helping the Tennis Club financially.

I don't think I can make this any clearer, and, in good faith, I am desperately trying to find a solution that satisfies all parties within a legitimate framework.

So, because the £10,000 should not have been approved in 2018 and has not yet been spent, I support the resolution to ask for the money to be returned.

**Minutes of an Extraordinary meeting of the Council of Farnsfield Parish Council held on
Tuesday 14 July 2020**

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

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

V Arkell was present as Locum Clerk

2 members of the public were also present.

Cllr. Purcicoe opened the meeting at 7:59 pm

EX20.62 To receive any declarations of intention to record the meeting other than by Council
There were no declarations of intention to record the meeting

EX20.63 To receive any apologies for absence
No apologies for absence were received

EX20.64 To receive any declarations of interest
No declarations of interest were received

EX20.65 10 minutes for the public to comment and ask or answer questions about agenda items
No members of the public chose to speak

EX20.66 Council to note the resignation of Cllr. Johnson from the staffing committee with immediate effect

Cllr Johnson will email Cllr Puddephatt any items that she has been working on including job-specific interview questions that she has prepared.

Cllr Johnson's resignation was noted by the Council.

EX20.67 Council to appoint a member to the Staffing committee
The Chairman asked for nominations. Cllr Westbury was nominated, proposed, and seconded. No further nominations were made. Cllr Westbury was elected as a member of the Staffing Committee.

EX20.68 Council to appoint a chairman for the Staffing committee
The Chairman asked for nominations. Cllr Puddephatt was nominated, proposed, and seconded. No further nominations were made. Cllr Puddephatt was elected the Chairman of the Staffing Committee.

EX20.69 To discuss the terms and conditions, and process, for an application for 'funding' from s.106 funds, and to come up with a framework for the 'normal FPC consultation processes'.

Cllr Purcicoe shared with the Council that he found it difficult to find existing policies and guidelines for a S106 funding framework from other Councils to help create one for FPC. The Council resolved to nominate 3 members of the Council to draft a S106 funding policy, this will then be reviewed by Vikki Arkell, Locum Clerk, before being brought to the next Full Council meeting.

Cllr I Clarke, Cllr Puddephatt, and Cllr Dennis volunteered to draft a s106 policy, this was agreed.

The meeting concluded at 20:31

Minutes of the Full Council Meeting held on
Tuesday 28th July at 7:00pm

The meeting was held via Zoom and was recorded by Council to aid in preparing minutes.

Members Present: Cllrs. Purcicoe (Chairman), Johnson (Acting Clerk), I. Clarke, K. Clarke, Dennis, Healy, Selby, Puddephatt, Strawson, Westbury.

Also Present: V Arkell (Locum Clerk)

20.63. To receive declarations of intention to record the meeting other than by Council

No declarations were received

20.64. To receive any apologies for absence

No apologies for absence were received

20.65. To receive any declarations of interest

Cllr Purcicoe; Item 20.811 regarding fireworks display as a member of the Cricket Club

Cllr K Clarke; Item 20.811 regarding fireworks display as a member of the Cricket Club and 20.79

Cllr I Clarke; Item 20.71 as a member of the Tennis Club and 20.79 as the hedgerow in question borders his property.

Cllr Johnson; Item 20.72 as a member of the Tennis Club and her husband is a committee member on the Tennis Club.

20.66. To receive reports from the district and county Councillor

No report received

20.67. 10 minutes for the public to comment and ask questions about agenda items

No members of the public chose to speak

20.68. To accept as accurate the following minutes

20.68.1. To accept the 26 May 2020 Full Council Meeting minutes as accurate

It was resolved to accept the minutes as accurate

20.68.2. To accept the 23 June 2020 Full Council meeting minutes as accurate

It was resolved to accept the minutes as accurate

20.68.3. To accept the 14 July Finance & Risk meeting minutes as accurate

It was resolved to accept the minutes as accurate

20.68.4. To accept the 14 July Extraordinary meeting minutes as accurate

It was resolved to accept the minutes as accurate

20.69. To note the Financial Summary as of 30 June

Cllr Westbury questioned what would happen to the money that was set aside for Best Kept Village. Cllr Healey confirmed that the money that was originally donated by the Horticultural Society will be spent on planting in the village.

The document was previously circulated, the Financial Summary was noted.

20.70. To approve the bills for payment for June 2020

The document was previously circulated, it was resolved to approve the bills for payment.

20.71. To approve the emergency, spend to repair the disabled toilet saniflo.

The emergency spend was approved by the Council.

20.72. To note the response from the Tennis Club re request to return the £10,000 and to consider Council's options. A report from Cllr. Puddephatt and a report from Cllr. Johnson can be found online. **The Council received an email from Sue Connor (chairman of the tennis club) On behalf of the Tennis Club Committee, which states the Tennis Club committee have met and given everything that has occurred and been said over the past, we have concluded, in the best interest of our members and the wider community, that we do not intend to return the £10,000 but it will be spent on the completion of the extension to the tennis clubhouse.**

Cllr Purcicoe reminded the Council of standing order 7a "A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee"

The Council noted the reports provided and the response from the tennis club.

20.73. To consider the impact of the closure of the Co-op and any actions FPC could take. **Councillors discussed the options available to assist vulnerable people whilst the CO-OP is closed.**

It was recommended that the Parish take advantage of the Torpedoes who have offered to help whilst the CO-OP is closed. They have the capability to receive calls and have volunteers who are currently doing shopping. They can also take payment over the phone.

Cllr Westbury will continue to email the CO-OP CEO and call the manager of the CO-OP for an update on reopening.

20.74. Update on the Taming of the Shrew event at Reynold's Field.

Cllr Dennis explained that unfortunately sales are low and it is difficult to promote it in these conditions (COVID-19 and Social Distancing)

20.75. To review and adopt the policy and procedure to enable qualifying organisations to apply for funding from s.106 funds

The document was previously circulated, it was resolved to approve the policy and procedure to enable qualifying organisations to apply for funding from s.106 funds.

Cllr Healy and Cllr Johnson abstained to vote

20.76. To consider the recent risk assessments completed for the playgrounds, Village Centre, the Acres Pavilion and the village facilities for which FPC are responsible and when and under what circumstances the facilities should be opened.

The Council considered the following regarding the Village Centre Risk Assessment and the actions to be taken regarding COVID-19.

Asking users to lock the doors during hires to avoid ad hoc access

A one-way system with different entry and exit points.

Ask attendees to arrive at staggered times

Signs saying no congregating

Signs to say entry into VC only one household at a time

The Council resolved the above should be introduced and actioned as soon as possible.

Cordoning off areas in front of VC entrances to stop parking there to avoid congregation

The Council resolved that it would not be feasible as it could affect the public highway.

Should locks be fitted to the kitchens

Council resolved to lock the kitchens. First Aid Kits would need to be moved from the kitchens

Should locks be installed inside of the main doors off individual toilets.

The Council resolved that locks would be fitted on outer doors of the toilets so only one person can enter at a time. The Upper Hall users should use the Upper Hall disabled toilet and The Lower Hall should use the Lower Hall disabled toilet and the Attic users should use the main toilets. All toilets would have locks placed on the inside of the outer doors.

Should the stage area be closed except for emergency access due to difficulties in sanitising

The Council resolved to close the stage area except for emergency use.

Reschedule the twice-yearly checks and flushing of the water tank at the pavilion as put on hold.
Contractor has been AKVO.

The rescheduling will be actioned.

Schedule PAT Testing last done August 2018

PAT testing will be done once the old equipment has been checked.

Schedule Fire Risk Assessment last done August 2018.

Fire Risk Assessment will be actioned.

The Council resolved that the Village Centre will aim to be reopened on Tuesday 1st September.

The Pavilion Risk Assessment has been completed and is in the process of being approved to be able to agree a reopening date ASAP.

20.77. To consider a recommendation from the Finance & Risk Committee to allocate a budget of up to £19,000 for COVID grants and to consider the terms of the grants.

In terms of the grounds

The Council resolved to create a working group to create a Framework/Policy for the COVID-19 Grant scheme.

Cllr Dennis, Cllr I Clarke and Locum Clerk V Arkell will work to create the Framework/Policy for the next meeting.

20.78. To consider the following quotes and agree the budget heading for the spend.

20.78.1. information boards for The Acres/Millennium Woods

This item is to be deferred to the next meeting for more research

20.78.2. reupholster the benches in the Village Centre lower hall

The quotes were previously circulated, it was resolved to appoint TRENT UPHOLSTERIES LTD. This will be spent from the Village Centre Maintenance Budget.

20.78.3. for Sherwood Decorators to paint exterior doors at New Hill entrances to match the Village Centre and Library signs, paint the library exterior door, entrance step and windows and the exterior iron work bracings on the New Hill frontage

The quote was previously circulated, it was resolved to appoint Sherwood Decorators. This will be spent from the Village Centre Maintenance Budget.

20.78.4. replace the noticeboard outside the Village Centre with a wooden noticeboard

The quote was previously circulated, it was resolved to appoint JR Islip to replace the noticeboard outside the Village Centre with a wooden noticeboard. This will be spent from the CIL Fund.

20.78.5. replacing the knee rail fence on brickyard lane

This item is to be deferred to a future meeting for more research

20.78.6. to carry out a village wide tree inspection, verbal quote of £250 from Tree Generation

The Council resolved to carry out a village wide tree inspection.

Delegated Authority was given to Councillor I Clarke to organise the village tree inspection with a budget spend of £350. This will be spent from the Village Tree Works Budget.

20.79. To consider a report from a site meeting at The Old Orchard between Cllrs. I Clarke, Purcicoe and Strawson with P. Woods and County Cllr. Laughton regarding boundary issues and to consider a proposed solution

The report was previously circulated.

Cllr Purcicoe informed the Council that a District Councillor had rang him at 19.17 on Monday 26th July to discuss this matter. Cllr Purcicoe explained that he thought it inappropriate for the Councillors to ring him (Cllr Purcicoe) and it would be up to Council to decide. The telephone call lasted about 30 seconds.

The Council resolved that the debris on Hadleigh Park is removed by Mr P Woods, the boundary fence built on parish land on Hadleigh park is removed and the reinstatement of the hedge in line with the existing hedge to the North and South of the gap is reinstated by the property owner.

20.80. To consider whether to support a planning application and works to give 2.1m path clearance and remove overhang below 4m to allow better access for footpath users and whether to include a reduction of the hedge height to 3m as part of the works

It was resolved to support a planning application and works to give 3m path clearance and to remove overhang below 4m to allow better access for footpath users.

Cllr Healy and Cllr Dennis abstained to vote

Due to time constraints, it was resolved to defer items 20.81 – 20.83

20.81. To receive and note correspondence received

20.81.1. To consider a £1000 yearly sponsorship contribution towards the fireworks for the village display

20.81.2. To consider various complaints from a resident, raised with Councillors and forwarded to the clerk.

20.82. To consider advertising the casual vacancy resulting from Cllr. Murdon's resignation earlier in the year.

20.83. To note a report from the Strategy Working Party meeting of 21 July 2020

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 20.84

All Public left the meeting at 20:50

20.84. To consider and decide on the recommendation of the staffing committee on the appointment of a new clerk and the salary offered

The Council resolved to support the recommendation from the staffing committee regarding the appointment of the clerk and the salary offered.

The meeting closed at 21:02

Bills for Payment July 2020					
Approval	Supplier	Description	Net	VAT	Gross Code
For submission for payment by bank transfer					
PCM19.98.5	A1 Mobile Ltd	mobile toilets for play	£170.00	£34.00	£204.00 4430
DP/JJ	Amazon	C batteries 3 x 6pk fire doors	£22.47	£4.50	£26.97 4350
BW/JJ	Amazon	ups surge protector	£48.17	£9.63	£57.80 4360
DP/JJ	Amazon	3pk 500ml hand sanitiser x 2	£41.64	£8.34	£49.98 4350
DP/JJ	Amazon	200 surface wipes x 2	£24.50	£4.90	£29.40 4350
BW/JJ	Best4Pests	wasp nest removal	£64.00	£0.00	£64.00 4360
DP/JJ	Blinds2go	blinds for lower hall windows vc	£282.79	£56.56	£339.35 4780
DP/JJ	Glasdon UK Ltd	dog waste bin	£78.57	£15.71	£94.28 4520
DP/JJ	Hags	spray paint playground	£25.00	£5.00	£30.00 4630
PCM20.36.1	HMRC	employer payment record year to date	£140.20	£0.00	£140.20 4020/40
DP	Jacqueline Johnson	expenses hand sanitizer (Amazon)	£23.32	£4.67	£27.99 4350
F&P20.31	JR Islip & Sons	Reprofile VC stage	£580.00	£116.00	£696.00 4780
PCM20.15.2	JR Islip & Sons	Supply & fit windows VC upper hall	£4,815.00	£963.00	£5,778.00 4780
PCM20.36.1	Mercury Fire & Security	annual fire alarm maintenance 2 visits	£190.00	£38.00	£228.00 4350
PCM20.36.1	Mercury Fire & Security	annual fire alarm monitoring	£275.00	£55.00	£330.00 4350
DP	NALC	Chair skills course	£35.00	£0.00	£35.00 4110
DP/JJ	NALC	Planning training course	£30.00	£0.00	£30.00 4110
	Newark&Sherwood DC	uncontested recharge election 2/5/19	£153.37	£0.00	£153.37 4190
DP/JJ	Online Playgrounds	playground parts	£79.60	£15.92	£95.52 4630
DP/JJ	Rainworth Fencing	fencing supplies	£27.49	£5.50	£32.99 4620
BW/JJ	RoCreative	July 2020 email hosting service	£20.00	£0.00	£20.00 4220
PCM20.49.2	Sherwood Decorators Ltd	redcoration quote 886	£2,340.00	£0.00	£2,340.00 4780
F&P20.37	Sherwood Decorators Ltd	redcoration part payment quote 899	£691.00	£0.00	£691.00 4780
PCM19.107.3	The Roofing Corporation	roofing works VC roof	£30,264.50	£6,052.90	£36,317.40 4780
DP/JJ	Vikki Arkell Locum Clerk	Clerk Duties June 2020	£60.00	£0.00	£60.00 4000
DP/JJ	Vikki Arkell Locum Clerk	Clerk Duties July 2020	£45.00	£0.00	£45.00 4000
20.34	Zest Group	monthly microsoft 365	£32.50	£6.50	£39.00 4220
Direct Debits and Standing Orders					
PCM20.36.1	BT	mobile phones	£15.00	£3.00	£18.00 4120
PCM20.36.1	Eon	Wilson's Fld electricity	£7.16	£0.36	£7.52 4522
PCM20.36.1	Eon	Pavilion electricity	£10.35	£0.52	£10.87 4670
PCM20.36.1	Eon	VC Gas est	£74.30	£3.72	£78.02 4320
PCM20.36.1	Eon	VC electricity est	£175.19	£8.76	£183.95 4321
PCM20.36.1	N&Sherwood DC	waste collection monthly charge	£22.37	£0.00	£22.37 4324
PCM20.36.1	PEAC UK Ltd	lease rental photocopier quarterly	£101.00	£20.20	£121.20 4160
PCM20.36.1	Tom's Garden Svcs	grass & path maintenance	£368.00	£0.00	£368.00 4660
PCM20.36.1	UK Debt Management Office	PWLB loan repayment	£455.27	£0.00	£455.27 4390

Minutes of the Extraordinary Council Meeting held on
Tuesday 11th August at 7:00pm

The meeting was held via Zoom and was recorded by Council to aid in preparing minutes.

Members Present: **Cllrs. Purcicoe (Chairman), I. Clarke, Johnson, Dennis, Healy, Selby, Puddephatt, Strawson, Westbury.**

Also Present: **V Arkell (Clerk and RFO)**

A member of the public joined during item 20.89

20.85. To receive declarations of intention to record the meeting other than by Council

No declarations were received

20.86. To receive any apologies for absence

No apologies for absence were received

20.87. To receive any declarations of interest

No declarations of interest were received

20.88. 10 minutes for the public to comment and ask questions about agenda items

No members of the public were present

20.89 To Note: Under 6.11 of FPC Financial Regulations, on Friday 31st July 2020 on delivery of FPC laptop to the new Clerk, Vikki Arkell, the signed, dated and sealed envelope containing the access password to the laptop was opened by Cllr Purcicoe in the presence of two other Councillors, Cllrs Puddephatt and Westbury

Noted by Council

20.90 To discuss the terms and conditions, and process, for an application for 'funding' from a COVID- 19 Grant Scheme and to come up with a framework for the 'normal FPC consultation processes

A draft Framework/Policy for the COVID-19 Grant scheme created by Cllr Dennis, Cllr I Clarke and Locum Clerk V Arkell was previously circulated.

Cllr. Johnson proposed an amendment to the proposed COVID-19 grant policy, to remove the following paragraph until such time as the Clerk has checked the legal implications and Council have given more thought into giving grants to businesses. "However, the Council will be open to considering the needs of organisations that operate on a business basis where their prime function is to contribute to social cohesion within the village community and/or deliver services which support the development of health and wellbeing within our community at large."

The amendment was proposed and seconded. Council voted 3 to 4 in favour of not amending the paragraph.

Council resolved to accept the framework previously circulated with application considered by the COVID-19 working party and agreed at Full Council on September 28th. The COVID-19 working party will remain as Cllr I Clarke, Cllr S Dennis, and Clerk & RFO, V Arkell.

20.91 To consider the quote for replacement blinds for the Upper Hall and agree the budget heading for the spend.

The quote was previously circulated, it was resolved to accept the quote from Blinds2Go to replace the blinds in the Upper Hall which will be paid from the Village Maintenance Budget.

20.92 To consider the quote for information boards for The Acres/Millennium Woods and agree the budget heading for the spend.

The quote options were previously circulated, it was resolved to accept the quote 3 from tadltd to provide and install information boards at The Acres/Millennium Wood. The spend will be from SANGS funding.

Cllr Purcicoe asked that 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 20.93

The member of the public left the meeting.

20.93 Council to consider terms of hire for village centre during the COVID-19 situation.

Councillors discussed the terms of hire. Changes will be made to reflect the risk assessments discussed in previous meetings.

Cllr D Purcicoe, Cllr H Strawson and Cllr B Westbury were nominated to amend the terms of hire in relation to the risk assessments and operational changes previously agreed by council and current governmental COVID-19 guidelines.

Minutes of the Full Council Meeting held on
Tuesday 25th August at 7:00pm

The meeting was held via Zoom and was recorded by Council to aid in preparing minutes.

Members Present: Cllrs. Purcicoe (Chairman), Johnson, I. Clarke, Dennis, Healy, Selby, Puddephatt, Strawson, Westbury.

Also Present: V Arkell (Clerk & RFO)

20.93 To receive declarations of intention to record the meeting other than by council

No declaration of intention to record received.

20.94 To receive any apologies for absence

Cllr K Clarke

20.95 To receive any declarations of interest

Item 20.109 Cllr Purcicoe as a member of the Royal British Legion

Item 20.109 Cllr Dennis as a member of the Royal British Legion

Item 20.111 Cllr Johnson as a member of Tennis club and her husband Neil Johnson is a member of the Tennis Club committee and he is managing the build of the Tennis Club extension.

Item 20.111 Cllr Clarke as a member of Tennis club

20.96 To receive reports from the district and county councillor

Cllr Laughton informed the chairman by telephone that he had attended and commented at the virtual meeting of the Planning Inspectors Appeal hearing regarding the Cockett Lane Recycling. A response is expected from the planning inspector within six weeks.

20.97 10 minutes for the public to comment and ask questions about agenda items

No members of the public chose to speak

20.98 To receive and note correspondence received

No new correspondence received. Councillor Puddephatt reminded the Council that there is outstanding correspondence that has not been addressed. This will be addresses at the next Full Council Meeting.

20.99 To accept the 7th July 2020 Planning Committee meeting minutes as accurate

It was resolved to accept the minutes as accurate

20.100 To accept the 28th July 2020 Full Council meeting minutes as accurate

Cllr Puddephatt proposed to add the following statement to the minutes re item 20.72 as the minutes do not record the actual decision of the Tennis Club.

The Council received an email from Sue Connor (chairman of the tennis club) On behalf of the Tennis Club Committee, which states the Tennis Club committee have met and given everything that has occurred and been said over the past, we have concluded, in the best interest of our members and the wider community, that we do not intend to return the £10,000 but it will be spent on the completion of the extension to the tennis clubhouse.

With the above amendment, it was resolved to accept the minutes as accurate

To note the 11th August 2020 Planning Committee meeting minutes

The Council noted the minutes

20.101 To accept the 11th August 2020 Extraordinary meeting minutes as accurate

It was resolved to accept the minutes as accurate

20.102 To note the Financial Summary as at 31st July 2020

No financial summary was provided

20.103 To approve the bills for payment for July 2020

The document was previously circulated, it was resolved to approve the bills for payment.

20.104 To note the response from VIA East Midlands regarding replacing the knee rail fence on brickyard lane

The Council noted the response.

20.105 To consider a £1000 yearly sponsorship contribution towards the fireworks for the village display

The Council have additional questions to resolve before being able to decide. This will be deferred to the next Full Council meeting.

The Cricket club will be contacted to determine the entire cost of the firework display and to determine if this will be their only grant application under S137 for the municipal year.

20.106 To consider and if agreed to purchase a shed/workshop/storeroom to be installed to rear of village centre

Cllr Purcicoe withdrew the proposal.

20.107 To note a report from the Strategy Working Party meeting of 21 July 2020

The Council noted the report.

20.108 To consider if the Council can assist the Royal British Legion operationally and/or financially with the annual Remembrance Sunday Parade and Service.

The Council are to investigate the Public Liability Insurance and Quotes for Traffic Management to make an informed decision.

Cllr Dennis will communicate with the Royal British Legion and VIA East Midlands to discuss what is required for the parade to go ahead and the cost involved. Cllr Dennis will obtain quotes for Traffic Management and other services required.

20.109 To note the response regarding the outstanding boundary issue and consider the next steps to conclude the issue

The Council noted the response regarding the outstanding boundary issue. Arrangements have been made and have begun, to clear the brushwood outside the Old Orchard, Southwell Road, as requested by the Council. That will be completed by the 31st August 'deadline' you set. The fence is also in the process of being moved.

20.110 To note the response from the Monitoring Officer regarding the Tennis Club Grant and council to consider what actions to take re:- Monitoring Officers recommendations

The Council noted the response. The monitoring officer recommendation was to go back to the External Auditor. The Council did not feel this was a viable option.

Cllr Johnson reminded the Council that on occasions when funds have been granted to the Tennis Club she had declared an interest, not contributed and abstained.

20.111 To note the Financial Summary of the Taming of the Shrew Play

The Financial Summary was previously circulated. The Council noted the summary.

Special Thanks to Farnsfield First Responders for their help on the day.

20.112 To discuss additional work on footpath/pavement maintenance on New Hill and Millennium Wood including an annual cut to Meadow area within Millennium Wood

Cllr Healy proposed to flail mow 2m strip along the footpath as shown and cut overhanging foliage as a one off and to cut and then collect wildflower area in wood, collect arising and disperse in the woods 2 weeks after first cut.

The Council voted and with 3 For, 1 Against and 5 Abstain, the proposal was passed.

20.113 Council to ratify that the Finance and Risk committee can approve the expenditure of the Covid-19 grants in line with Financial Reg 5.8 below :-

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

Bills for Payment Aug 2020						
Approval	Supplier	Description	Net	VAT	Gross	Code
For submission for payment by bank transfer						
PCM20.36.1	ASL	printer/copier charges monthly	£4.56	£0.91	£5.47	4160
F&R20.17.1	Barrett Corp & Harrington Ltd	VC insurance reinstatement cost	£579.00	£115.80	£694.80	4150
PCM19.98.5	Folksy Theatre	Taming of the Shrew Aug 20	£1,200.00	£0.00	£1,200.00	4430
DP	JR Islip & Sons	locks & keys for vc kitchens & toilets	£325.00	£65.00	£390.00	4780
PCM20.36.1	Newark & Sherwood DC	1/4ly x 3 playground inspections Jul 20	£75.00	£15.00	£90.00	4630
DP/JJ	Rainworth Fencing	roofing & coach bolts & other mats Jun 20	£20.46	£4.09	£24.55	
DP/JJ	Robin Sprigg	materials for playground maintenance	£57.77	£0.00	£57.77	4630
F&P20.37	Sherwood Decorators	quote 899/2 VC redeco (mats & lab)	£939.00	£0.00	£939.00	4780
PCM20.49.2	Sherwood Decorators	quote 886/2 VC redeco (foyer, stairs/landing)	£942.00	£0.00	£942.00	4780

Minutes of the Extraordinary Full Council Meeting held on
Tuesday 1st September at 7:00pm

The meeting was held via Zoom and was recorded by Council to aid in preparing minutes.

Members Present: Cllrs. Purcicoe (Chairman), I. Clarke, Dennis, Healy, Selby, Strawson, Westbury.
Also Present: V Arkell (Clerk & RFO)

20.115 To receive declarations of intention to record the meeting other than by Council

No declarations were received

20.116. To receive any apologies for absence

Cllr Johnson, Cllr Puddephatt and Cllr K Clarke.

20.117. To receive any declarations of interest

No declarations of interest were received

20.118 10 minutes for the public to comment and ask or answer questions about agenda items

No public were present

20.119 To consider the quotes for replacement carpet for the Village Centre entrance, hall and staircase and agree the budget heading for the spend.

The quotes were previously circulated, it was resolved to appoint Forester Flooring Company to replace the carpet in the Village Centre. This will be spent from CIL

The meeting was formally closed at: **19:08**

Minutes of the Extraordinary Full Council Meeting held on
Tuesday 22nd September 2020 at 7:00pm
The meeting was held online via Microsoft Teams and was recorded
by the Clerk to aid in preparing minutes.

Members Present: Cllrs. Purcicoe (Chairman), I. Clarke, K Clarke, Dennis, Healy, Selby, Puddephatt, Strawson, Westbury, Johnson

Also Present: V Arkell (Clerk & RFO)

2 Members of the public were also present

20.120 To receive declarations of intention to record the meeting other than by Council

No declarations were received

20.121 To receive any apologies for absence

No apologies were received

20.122 To receive any declarations of interest

Cllr. I Clarke declared a personal interest in item 20.125 as a member of the Tennis Club

Cllr. Johnson declared a personal interest in item 20.125 as a member of the Tennis Club and her husband Neil Johnson is a member of the Tennis Club committee and he is managing the build of the Tennis Club extension.

20.123 10 minutes for the public to comment and ask or answer questions about agenda items

No public chose to speak

20.124 To consider and approve spend for the Remembrance Day parade

The council resolved to approve the spend on the Remembrance Day Parade Traffic Management and Piper at a cost of £710

20.125 To consider and approve the recommendation of the COVID-19 Working Party to award a COVID-19 grant to the Tennis Club

Cllr Dennis' concern was that there is an outstanding dispute between the Tennis Club and the Parish Council. He felt the council has a duty to manage all finances responsibly for all residents not just a small section. With the refusal to return the grant as requested by resolution by council, Cllr Dennis felt that he could not support the decision to give the Tennis Club additional funding, while the previous grant dispute is still active.

The Clerk reminded the council that the application to be resolved is the COVID-19 grant application and not previous applications made by the Tennis Club.

Cllr Puddephatt said she had concerns about the governance of the Tennis Club, as observed in its attitude in relation to the previous grant when Council sought to come to a mutually satisfactory conclusion over this. She therefore has concerns about the administration of any future grants.

Cllr Healy felt that the previous grant should not be in question and she would be looking at the COVID-19 grant on an individual basis. As the working party recommended the grant to be awarded, then she would support the working party in their recommendation to award the grant.

Cllr I Clarke confirmed that when the working party considered the COVID-19 grant applications the recommendations were made solely on the application for funding and no other matters were considered.

The Clerk informed the Council that the Tennis Club do qualify for this grant based on their application and fulfil the criteria to receive a COVID-19 grant.

Cllr Strawson's belief was that this grant should be looked at separately to other issues, as the mistakes made regarding the previous grant were made by both parties. If they are eligible for this grant it should be awarded, and the other issues should be resolved separately.

Cllr Purcicoe asked if anyone would like to make any other comment before he made his comment on the matter.

Cllr Purcicoe's concern was that at present the council has a resolution that is in force whereby the council has requested for the return of the grant with the expectation that the grant would be returned. Cllr Purcicoe felt that while the return of the previous grant is still outstanding it seems illogical for the council to award additional money to the Tennis Club.

Cllr K Clarke proposed that the council accept the recommendation from the working party to award the Tennis Club a COVID-19 grant of £1000.

With 4 votes for, 4 Votes against and Cllr Johnson choosing to abstain, the chairman, Cllr Purcicoe made the casting vote against awarding the grant.

**Minutes of a Council meeting of Farnsfield Parish Council held at
7pm on Tuesday 29th September 2020.**

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

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 20.145 and 20.146

Present: Cllrs. Purcicoe (Chairman), Johnson (Vice Chairman), I.Clarke, K.Clarke Dennis, Selby, Puddephatt, Strawson, Westbury, Healy
3 members of the public were also present.

20.125 To receive declarations of intention to record the meeting other than by council
Cllr Johnson declared she would be recording the meeting

20.126 To receive any apologies for absence

None

20.127 To receive any declarations of interest

Item 20.146 Cllr I Clarke as a member of Tennis club

Item 20.146 Cllr Healy as a member of Tennis club

Item 20.146 Cllr Johnson as a member of Tennis club and her husband Neil Johnson is a member of the Tennis Club committee and he is managing the build of the Tennis Club extension.

Cllr Purcicoe asked if Council were happy to discuss the added agenda item on the amended Agenda published on Monday 28th September due to error by the clerk. 20.147 To discuss/approve the Project Brief for Village East side development.

Members of the Council commented that the document wasn't fresh in their mind and believe the public would like notice of the document, so they could comment and therefore would be unable to make a decision on this document. This item will be added to the next full council meeting agenda.

20.128 To receive reports from the district and county councillor

None

20.129 10 minutes for the public to comment and ask questions about agenda items

Gill Sarre spoke in support of the Lock Up (20.141) renovation and the protection of the village asset.

20.130 To receive and note correspondence received

The Clerk informed the Council that no new correspondence had been received, however all previous correspondence had been replied to. Cllr Johnson mentioned that the correspondence link on the website isn't working and the telephone is going to answer machine. Cllr Westbury said that this was being looked at by web provider Hugofox and BT however it is taking longer than expected as they are being less than helpful.

Cllr Westbury will add a message on to the website to inform the public that the best way to contact the Clerk is directly by email.

20.131 Clerks Report

The Clerk informed the council that the audit has now been completed with no further action and that there is a vacancy for Co-Option with a closing date of the 12th October.

20.132 To accept the 25th August 2020 Full Council meeting minutes as accurate

Cllr Johnson proposed to add a more detailed statement regarding her declaration of interest. With the amendment as mentioned, the minutes were accepted as accurate

20.133 To accept the 1st September 2020 Extraordinary Full Council meeting minutes as accurate
The minutes were accepted as accurate

20.134 To accept the 22nd September 2020 Extraordinary Full Council meeting minutes as accurate

Cllr Puddephatt proposed to rephrase her statement regarding the Tennis Club, with the amendment as mentioned, the minutes were accepted as accurate

20.135 To note the Financial Summary as at 31 August 2020

Financial Summary at 31st August 2020		
Unity Trust opening balance	£208,887.11	
Monthly receipts		£459.72
Monthly payments		£14,404.38
Unity Trust closing balance		£194,942.45
Nationwide opening balance	£126,410.65	
Nationwide closing balance		£126,410.65
Mansfield BS opening balance	£85,000.00	
Mansfield BS closing balance		£85,000.00
Total Funds		£406,353.10
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash1 spend by Sept 2020		£29,835.65
S106 Ash2 spend by Feb 2023		£24,127.62
CIL spend by April 2021		£39,333.43
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
SANGS reserve spend by Sept 2020		£243.12
General Reserve from 2019-20		£118,480.65
Current fund		£25,089.57
Total of reserves and current fund		£406,353.10

The document was previously circulated, the Financial Summary was noted.

20.135 To approve the bills for payment for September 2020

The document was previously circulated, it was resolved to approve the bills for payment. (Appendix 1)

20.136 To note the COVID-19 grants approved by the Finance and Risk committee using the Covid-19 grants framework

The summary was previously circulated, the COVID-19 grants awarded were noted.

20.137 To discuss/approve a £1000 yearly grant/sponsorship contribution towards the fireworks for the village display

This was not discussed as the village display has now been cancelled due to Covid-19

20.138 To discuss/approve installing Fibrefall surfacing under play equipment at Lady Goodwin's play area where the grass has eroded, and the soil is compacted

The Council discussed the quotes previously circulated. The Council resolved to approve the installation and accept the quote from Streetscape at a cost of £7137.60.

Cllr Strawson abstained from voting.

20.139 To discuss/approve the repair and conservation of the Village Lock Up

Cllr Healy said that the “Lock Up” had great potential for its use in the future and would like to spend some money on making sure that we have a lock up that's preserved for future generations. The quotes have been looked at by the conservation officer and his opinion is that the quotes are the best option at the present time in terms of conserving the building. This would include a new roof using reclaimed tiles as it is a grade two listed building, a new grille on the window and stonework renovation.

Cllr Puddephatt had the idea that the building could be used for the community such as a book swap and DVD swap.

Cllr Healy explained that originally lottery funding was applied for however unfortunately the funding had been diverted to COVID-19 related projects. This funding could be applied for at a later date, when considering the inside use of the Lock-Up.

The Council resolved to approve the restoration and accept the quotes at a cost of £3337.

20.140 To discuss the update on the Community Bus proposal

Cllr Westbury reminded the council that the sample group was only 3% of the village and given the relative low response date it was not enough appetite to go ahead with it. With many restrictions because of COVID-19, Cllr Westbury felt the Council was unable to discuss this as an option at this point. The Council will pick this up after COVID-19 restriction have been lifted.

20.141 The discuss/consider requesting the Sherwood Medical Practice to improve their administration of appointments, answering telephones and repeat prescriptions

A drafted letter was previously circulated. The Council resolved sending the drafted letter to Sherwood Medical Practice.

Cllr K Clare abstained from voting.

20.142 To discuss/approve the Chairman/Clerks monthly spend

The Council discussed reviewing the Chairman/Clerks monthly spend alongside the emergency spend, this will be reviewed in more detail and discussed/approved at a further meeting.

20.143 To discuss/approve proposals from the Staffing Committee in the light of the NALC annual salary awards, and vote on these

The Council resolved to accept the Staffing Committees recommendations

20.144 To discuss/approve the advice received regarding the outstanding grant dispute and the next steps to take

The Clerk informed the council that she had sought advice from the SLCC regarding the next steps to take. The advice was to issue a statement to inform the public on where the Council stand in relation to the £10,000 grant awarded to Farnsfield Tennis Club in 2017. Although the Tennis Club has refused to return the grant, there will continue to be a requirement on the Tennis Club to return it until such time as The Council effectively resolves, by resolution and subsequent vote, to either write off any claim to the £10,000, or further pursue the return of the grant. The Clerk previously circulated a draft statement to the Council. The Council resolved to issue the statement. (Appendix 2)

Bills for Payment Sept 2020								
Payments to be Authorised for Payment by Bank Transfer								
Invoice Number	Approval Code	Payment To	Description	Net	VAT	Gross	Code	
1	PCM20.27.3	Broxap	Lock Up Signage	£158.00	£31.60	£129.60		£60 Credited - To be paid when spare parts are delivered
2	VA/DP	AB Electrical	Repair faulty light fittings on stairs in VC	£180.00	£0.00	£180.00	4360	
3	VA/DP	AB Electrical	Floodlights and Control Sensors VC	£490.00	£0.00	£490.00	4360	
4	PCM20.71	J.Whittlestone & Sons Ltd	Drain down boiler and fit drain off valve VC	£143.50	£28.70	£172.20	4360	
5	PCM20.71	J.Whittlestone & Sons Ltd	Replacement of Sanislim to Disabled Toilet VC	£584.50	£116.90	£701.40	4360	
6	PCM20.36.1	Ulyett Landscapes Ltd	Grounds Maintenance 1st April-31st March	£1,365.75	£273.15	£1,638.90	4660	
7	VA/DP	Amazon	Staff Face Masks - Covid 19	£14.99	£0.00	£14.99	4350	
8	VA/DP	Amazon	Social Distance Stickers	£7.49	£1.50	£8.99	4350	
9	VA/DP	Amazon	Door Brush Draft Excluders VC	£6.64	£1.34	£7.98	4360	
10	VA/DP	Amazon	Hand Sanitiser	£28.32	£5.66	£33.98	4350	
11	VA/DP	Amazon	Sanitiser VC	£6.27	£1.26	£7.53	4350	
12	VA/DP	Amazon	Replacement Hoover	£82.50	£16.50	£99.00	4370	
13	VA/DP	Amazon	Paint for VC Stairs and Mouse for CCTV	£28.21	£5.64	£33.85	4360/4130	
14a	VA/DP	Cllr Stuart Dennis - Expenses	Land Registry (Online Land Registry)	£54.00	£0.00	£54.00	4190	
14b	VA/DP	Cllr Stuart Dennis - Expenses	Spray Paint for Pitches at theatre production (Screwfix)	£33.34	£6.66	£40.00	4430	
15	TK	GMS	VC Cleaning Supplies	£115.50	£23.10	£138.60	4370	
16	TK	GMS	VC Cleaning Supplies	£17.80	£3.56	£21.36	4370	
17	DP/JJ	Rainworth Fencing	VC Fence Repair	£28.51	£5.70	£34.21	4360	
18	DP/RS	Handicentre Ltd (Bingham)	Maintenance Supplies	£9.78	£1.96	£11.74	4630/4370	
19	DP/VA	Handicentre Ltd (Bingham)	Anti Slip Tape VC - Covid19	£14.98	£2.99	£17.97	4350	
20	N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
21	DP/BW	ERD Contracting Ltd	CCTV repair	£75.00	£15.00	£90.00	4360	
22	PCM19.107.3	The Roofing Corporation	VC Roof Repair Final Payment	£7,096.80	£35,484.00	£42,580.80	4780	
	F&R20.37	COVID-19 Grant	Get 2 Gether 2	£0.00	£0.00	£600.00	4775	
	F&R20.37	COVID-19 Grant	Farnsfield Bowling Club	£0.00	£0.00	£1,368.00	4770	

	F&R20.37	COVID-19 Grant	Farnsfield Cricket Club	£0.00	£0.00	£1,350.00	4770	
	F&R20.37	COVID-19 Grant	Farnsfield Pre School	£0.00	£0.00	£800.00	4775	
	F&R20.37	COVID-19 Grant	Farnsfield Friendship Group	£0.00	£0.00	£245.00	4775	
	F&R20.37	COVID-19 Grant	Farnsfield Villa FC	£0.00	£0.00	£910.00	4770	
	F&R20.37	COVID-19 Grant	Farnsfield Flower Club	£0.00	£0.00	£216.00	4775	
	F&R20.37	COVID-19 Grant	St Michaels Parent and Staff Association	£0.00	£0.00	£1310 + £700	4775	
Direct Debits & Standing Orders								
23	PCM20.36.1	BT	Mobile Phones	£15.26	£3.81	£19.08	4522	
24	PCM20.36.1	Eon	Wilson's Field Electricity	£8.23	£0.41	£8.64	4522	
25	PCM20.36.1	Eon	Pavilion Electricity	£14.89	£0.74	£15.63	4670	
26	PCM20.36.1	Eon	Village Centre Electricity	£80.11	£4.01	£84.12	4321	
27	PCM20.36.1	Eon	Village Centre Gas	£15.50	£0.78	£16.28	4320	
28	PCM20.36.1	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324	
29	PCM20.36.1	Tom's Garden Svcs	Grass and Path Maintenance	£368.00	£0.00	£368.00	4660	
30	PCM20.36.1	Waterplus	Incorrect Direct Debit			£3,856.99		Incorrect Charge - Refund due
32	F&P20.34	Zest Group	INV 0165	£78.00	£0.00	£78.00	4220	
33	F&P20.34	Zest Group	INV 0175	£78.00	£0.00	£78.00	4220	
34	F&P20.34	Zest Group	INV 0184	£42.00	£0.00	£42.00	4220	
35	PCM20.36.1	PEAC Finance	Printer/Copier Rental Quarterly	£101.00	£20.00	£121.00	4160	

Appendix 2

Statement from Farnsfield Parish Council in relation to the £10,000 grant awarded to Farnsfield Tennis Club in 2017 to build an extension to its club house

Farnsfield Parish Council (The Council) was asked by a member of the public to investigate if the £10,000 grant requested by Farnsfield Tennis Club (the Tennis Club) in 2017, and paid to them in 2018, was awarded appropriately by The Council and used correctly by the Tennis Club.

Following a detailed investigation of all the available evidence The Council has concluded that there were errors made by the then council in the approval and payment of the grant. The Council did not follow the Grant Policy that was in force at that time. The Council has also concluded that there were errors in the way the Tennis Club applied for and used the grant.

The Council resolved (June 23 2020 full council meeting, item 20.62) to request that the Tennis Club return the £10,000 grant. Representatives of The Council met with representatives of the Tennis Club to request that the Tennis Club return the grant and reapply for it using the correct procedures. This request was aimed at protecting both The Council and the Tennis Club from possible legal action and further criticism. The outcome was that the Tennis Club has refused to return the grant (July 28 2020 full council meeting, item 20.72) on the basis that it is in the best interest of their members and the wider community.

The Council has always supported the Tennis Club and its proposal to build an extension. The Tennis Club has now started on the extension funded partially by the grant awarded by The Council in 2017. The Council has considered the options available to recover the £10,000 grant awarded incorrectly, including the option of taking legal action. However, this route would be disproportionately expensive; the only winners would be the legal profession.

The Council has now concluded its investigation. The £10,000 grant awarded in 2017, and paid to the Tennis Club in 2018, was not applied for, awarded, paid out, or used correctly and in line with the Grant Procedure in force at the time. The Council has resolved not to take legal action at this time as this would not be in the best interests of The Council or the Tennis Club, or appropriate use of public money.

The behaviour of The Council is governed by its [Standing Orders](#). Standing Order 7 says, ***“A resolution shall not be reversed within six months except either by a special motion and no similar motion may be moved for a further six months”***. As such, although the Tennis Club has refused to return the grant, there will continue to be a requirement on the Tennis Club to return it until such time as The Council effectively resolves, by resolution and subsequent vote, to either write off any claim to the £10,000, or further pursue the return of the grant.

The Council is very aware that correct procedures were not followed in the award of the grant to the Tennis Club and has taken rigorous steps to ensure such errors do not reoccur. This has included reviewing its funding policies and making sure that they are followed strictly in the future. The current Clerk to The Council already holds the Introduction to [Local Council qualification \(ILCA\)](#) and intends to gain her Certificate in [Local Council Administration \(CiLCA\)](#) qualification within 12 months. This will enable her to continue to ensure good governance of The Council.

Minutes of the Extraordinary Council Meeting held on
Tuesday 27th October 2020 at 7:00pm

The meeting was held online via Microsoft Teams

Members Present: Cllrs. Purcicoe (Chairman), I. Clarke, Dennis, Healy, Selby, Puddephatt, Strawson, Westbury, K Clarke
Also Present: V Arkell (Clerk and RFO)

20.147 To receive any declarations of intention to record the meeting other than by council
None received – Council did not record the meeting

~~20.148 To receive declarations of intention to record the meeting other than by council~~
20.149 To receive any apologies for absence
Apologies received from Cllr Johnson, the Council accepted the apology

20.150 To receive any declarations of interest
None received

20.151 To receive reports from the district and county councillor
No report received

20.152 10 minutes for the public to comment and ask questions about agenda items
No public chose to speak

20.153 To receive and note correspondence received
Email received from Wheels for Farnsfield – distributed to all Councillors
The correspondence link is now working through the website

20.154 Clerks Report
The Clerk informed the Council that the new surfacing at Lady Goodwin park had now been completed and at a lower price than quoted.

20.155 To accept the 27th September 2020 Full Council meeting minutes as accurate
The Council resolved to accept the minutes as accurate



20.156 To note the Financial Summary at 30th September 2020*

The Council noted the financial summary

Financial Summary at 30 September 2020		
Unity Trust opening balance	£194,942.45	
Monthly receipts		£41,944.75
Monthly payments		-£6,180.73
Unity Trust closing balance		£230,706.47
Nationwide opening balance	£126,410.65	
Nationwide closing balance		£126,410.65
Mansfield BS opening balance	£85,000.00	
Mansfield BS closing balance		£85,000.00
Total Funds		£442,117.12
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash1 spend by Sept 2020		£29,835.65
S106 Ash2 spend by Feb 2023		£24,127.62
CIL spend by April 2021		£39,333.43
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
SANGS reserve spend by Sept 2020		£468.12
General Reserve cfwd from 2019-20		£118,480.65
Current fund		£60,628.59
Total of reserves and current fund		£442,117.12

20.157 To approve the bills for payment for October 2020*

The Council resolved to approve the bills for payment (Appendix 1)

20.158 To discuss/approve the Chairman/Clerks monthly and emergency spend*

The Council resolved to amend the Chairman/Clerks monthly and emergency spend to £999 per month.

20.159 To discuss/approve the amendment of the Code of Conduct in relation to declaration of interests to add the following:

4.2.3 Where a member of the public who knows the relevant facts would reasonably think your personal interest is so significant that it may prejudice your judgement

The Council resolved to add this to the Code of Conduct

20.160 To discuss/approve village centre Christmas/New Year opening days/hours*

The Council resolved to close between 24th December - 1st January inclusive

20.161 To consider options for improvements to the steps and path on Footpath1*

This item was postponed to a future meeting as the report had not been prepared

20.162 To accept as accurate the tree survey plan to use for the Tree Survey by "Tree Generation"



The Council resolved to accept the tree survey plan

20.163 To discuss/approve the Project Brief for Village East side development*

Cllr Healy said that she felt some of the language in the brief indicated some items were more important than other elements with a heavy importance on Football. In response to Cllr Healy, the Clerk informed the Council that this document is a brief and all contents are important. The Clerk continued to explain that the document is a starting point for a professional design team to interpret and then further discussion will be required by Council to accept a design concept. Council resolved to approve the Project Brief.

20.164 To discuss/approve quotes for Design and Planning Works for the East side development*

A supporting document and quotes had previously been distributed to the Council.

The Council resolved to accept Quote A, provision of Engineering Services – Highways and Drainage. Total - £1970.00

The Council resolved to accept Quote B, provision of Project Management Services. Total – £1880.00

The Council resolved to accept Quote C, provision of Landscape Concept Design. Total £2900.00

The Council resolved to accept Quote D, provision of Project Management Services – Design of Sports Pavilion. Total £2800.00

All costs are exclusive of VAT.

20.165 To discuss/approve the tree works on the Copse on Parfitt Drive and if approved to accept the quote provided*

The Council agreed to go ahead with the work on the Copse on Parfitt Drive. The Council resolved to accept Quote B

20.166 To discuss/approve the proposal from the Staffing Committee regarding the NALC Holiday Allowance recommendation

The Staffing Committee recommend the increase of Holiday allowance to follow the NJC scale of 22 days per annum plus 8 bank holidays and that 10% can be carried over without approval, above 10% would need further approval. The Staffing Committee recommend that Staff should not be paid for unused holiday, again except for under exceptional services

The Council resolved to accept the Staffing Committees recommendations

20.167 To discuss/approve the proposal from the Staffing Committee regarding the Clerks CiLCA qualification

The Staffing Committee presented the costs for the Clerk to complete the CiLCA qualification.

The Council resolved to approve the cost of the £410 registration and £100 for support sessions and additional sessions at £30 each if required.

The Staffing Committee reminded the Council that the Clerks contract states that the Clerk must stay 6 months, after completion of the qualification, or pay for the cost of the qualification. The Staffing Committee recommend an allowance of 2 hours paid study time per week starting from November.

The Council resolved to a paid allowance of 2 hours study time per week from November 1st.

The Staffing Committee suggested increasing the Clerks salary by 1 scale point or providing a bonus for passing the exam, this will be discussed in the future.

The Council resolved to accept the Staffing Committees recommendations

20.168 Councillor Co-Option – The Chairman will invite the candidates for co-option to make a two-minute presentation

Two candidates presented to Council. Stuart Hazard was Co-Opted as a Councillor.



Bills for Payment Sept 2020

Payments to be Authorised for Payment by Bank Transfer

Invoice No	Approval	Payment To	Description	Net	VAT	Gross	Code	
1	PCM20.27.3	Broxap	Lock Up Signage	£158.00	£31.60	£129.60		£60 Credited
2	VA/DP	AB Electrical	Repair faulty light fittings on stairs in VC	£180.00	£0.00	£180.00	4360	
3	VA/DP	AB Electrical	Floodlights and Control Sensors VC	£490.00	£0.00	£490.00	4360	
4	PCM20.71	J.Whittlestone & Sons Ltd	Drain down boiler and fit drain off valve VC	£143.50	£28.70	£172.20	4360	
5	PCM20.71	J.Whittlestone & Sons Ltd	Replacement of Sanislim to Disabled Toilet VC	£584.50	£116.90	£701.40	4360	
6	PCM20.36.1	Ulyett Landscapes Ltd	Grounds Maintenance 1st April-31st March	£1,365.75	£273.15	£1,638.90	4660	
7	VA/DP	Amazon	Staff Face Masks - Covid 19	£14.99	£0.00	£14.99	4350	
8	VA/DP	Amazon	Social Distance Stickers	£7.49	£1.50	£8.99	4350	
9	VA/DP	Amazon	Door Brush Draft Excluders VC	£6.64	£1.34	£7.98	4360	
10	VA/DP	Amazon	Hand Sanitiser	£28.32	£5.66	£33.98	4350	
11	VA/DP	Amazon	Sanitiser VC	£6.27	£1.26	£7.53	4350	
12	VA/DP	Amazon	Replacement Hoover	£82.50	£16.50	£99.00	4370	
13	VA/DP	Amazon	Paint for VC Stairs and Mouse for CCTV	£28.21	£5.64	£33.85	4360/4130	Invoice to Follow
14a	VA/DP	Cllr Stuart Dennis - Expenses	Land Registry (Online Land Registry)	£54.00	£0.00	£54.00	4190	
14b	VA/DP	Cllr Stuart Dennis - Expenses	Spray Paint for Pitches at theatre production (Screwfix)	£33.34	£6.66	£40.00	4430	
15	TK	GMS	VC Cleaning Supplies	£115.50	£23.10	£138.60	4370	
16	TK	GMS	VC Cleaning Supplies	£17.80	£3.56	£21.36	4370	
17	DP/JJ	Rainworth Fencing	VC Fence Repair	£28.51	£5.70	£34.21	4360	
18	DP/RS	Handicentre Ltd (Bingham)	Maintenance Supplies	£9.78	£1.96	£11.74	4630/4370	
19	DP/VA	Handicentre Ltd (Bingham)	Anti Slip Tape VC - Covid19	£14.98	£2.99	£17.97	4350	
20	N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	
21	DP/BW	ERD Contracting Ltd	CCTV repair	£75.00	£15.00	£90.00	4360	
22	PCM19.107.3	The Roofing Corporation	VC Roof Repair Final Payment	£7,096.80	£35,484.00	£42,580.80	4780	



	F&R20.37	COVID-19 Grant	Get 2 Gether 2	£0.00	£0.00	£600.00	4775	
	F&R20.37	COVID-19 Grant	Farnsfield Bowling Club	£0.00	£0.00	£1,368.00	4770	
	F&R20.37	COVID-19 Grant	Farnsfield Cricket Club	£0.00	£0.00	£1,350.00	4770	
	F&R20.37	COVID-19 Grant	Farnsfield Pre School	£0.00	£0.00	£800.00	4775	
	F&R20.37	COVID-19 Grant	Farnsfield Friendship Group	£0.00	£0.00	£245.00	4775	
	F&R20.37	COVID-19 Grant	Farnsfield Villa FC	£0.00	£0.00	£910.00	4770	
	F&R20.37	COVID-19 Grant	Farnsfield Flower Club	£0.00	£0.00	£216.00	4775	
	F&R20.37	COVID-19 Grant	St Michaels Parent and Staff Association	£0.00	£0.00	£1310 + £700	4775	
Direct Debits & Standing Orders								
23	PCM20.36.1	BT	Mobile Phones	£15.26	£3.81	£19.08	4522	
24	PCM20.36.1	Eon	Wilson's Field Electricity	£8.23	£0.41	£8.64	4522	
25	PCM20.36.1	Eon	Pavilion Electricity	£14.89	£0.74	£15.63	4670	
26	PCM20.36.1	Eon	Village Centre Electricity	£80.11	£4.01	£84.12	4321	
27	PCM20.36.1	Eon	Village Centre Gas	£15.50	£0.78	£16.28	4320	
28	PCM20.36.1	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324	
29	PCM20.36.1	Tom's Garden Svcs	Grass and Path Maintenance	£368.00	£0.00	£368.00	4660	
30	PCM20.36.1	Waterplus	Incorrect Direct Debit			£3,856.99		Refund due
32	F&P20.34	Zest Group	INV 0165	£78.00	£0.00	£78.00	4220	
33	F&P20.34	Zest Group	INV 0175	£78.00	£0.00	£78.00	4220	
34	F&P20.34	Zest Group	INV 0184	£42.00	£0.00	£42.00	4220	
35	PCM20.36.1	PEAC Finance	Printer/Copier Rental Quarterly	£101.00	£20.00	£121.00	4160	



Minutes of the Full Council held at 7pm on Tuesday 24th November 2020

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

Present: Cllrs. Purcicoe (Chairman), Johnson (Vice Chairman), I. Clarke, K. Clarke Dennis, Selby, Puddephatt, Strawson, Westbury, Healy
Vikki Arkell (Clerk & RFO)
7 members of the public were also present.

20.169. To receive any declarations of intention to record the meeting

None received

20.170. To receive any apologies for absence

None received

20.171. To welcome the new Councillor

Cllr Purcicoe welcomes Cllr Stu Hazard to Farnsfield Parish Council

20.172. To receive any declarations of interest

None received

20.173. To receive reports from the district and county Councillor

Cllr Laughton updated the Council on the Nottinghamshire County Council election which will take place on 6 May 2021. county Council election which will be going ahead. Cllr Laughton congratulated the Council for working through COVID restrictions and that support was available to identify tier legislation as it is released if needed.

20.174. 10 minutes for the public to comment and ask questions about agenda items

No member of the public chose to speak

20.175. To receive and note correspondence received

None received

20.176. Clerks Report

The Clerk updated the Council that the parts for the broken seesaw that was reported over the weekend has been ordered and will be hopefully be repaired within 2-3 weeks.

20.177. To accept the 27th October 2020 Full Council meeting minutes as accurate

The Council resolved to approve the minutes



20.178. To note the Financial Summary at 31st October 2020*

The Council resolved to approve the Financial Summary

Financial Summary at 30 October 2020		
Unity Trust opening balance	£230,706.47	
Monthly receipts		£463.24
Monthly payments		-£65,213.83
Unity Trust closing balance		£165,955.88
Nationwide opening balance	£126,410.65	
Nationwide closing balance		£126,410.65
Mansfield BS opening balance	£85,000.00	
Mansfield BS closing balance		£85,000.00
Total Funds		£377,366.53
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash1 spend by Sept 2020		£0.00
S106 Ash2 spend by Feb 2023		£17,310.27
CIL spend by April 2021		£39,333.43
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
SANGS reserve spend by Sept 2020		£468.12
General Reserve cfwd from 2019-20		£118,480.65
Current fund		£32,531.00
Total of reserves and current fund		£377,366.53

20.179. To approve the bills for payment for November 2020*

The Council resolved to approve the Bills for payment (Appendix 1)

20.180. To note the response from VIA East Mids re knee rail fence at Brickyard Lane

The Council noted the response from VIA EM. They will carry out the required works to the knee rail fence at Brickyard Lane.

20.181. To approve the revised quote for the tree survey

To Council approved the revised quote from tree generation with the additional trees added at £340.

20.182. To discuss/approve the quote for a topographical survey*

The Council approved the quote for the topographical survey of Hadleigh Park, Reynold's Field, and the Acres and the part of Footpath1 near the Lock-up at a cost £1680.00 excluding VAT.

Cllr K Clarke abstained from voting

20.183. To consider options for improvements to the steps and path on footpath1 next to the Lock-up*

Cllr Johnson prepared a report that was previously distributed to all councillors detailing options to improve footpath1 near the Lock-up.



Cllr. Johnson reported that since circulating the report Notts County Council (NCC) have said that there is now no budget for the revetment work in this financial year and they will need to re assess for next financial year.

Options to improve footpath 1 will depend on the results of the topographical survey which has been approved at item 20.182

The Council requested that the Clerk contact VIA EM to quote for installation of a pedestrian safety barrier on the road at the end of Footpath 1."

20.184. To discuss/approve the 21/22 draft budget*

The Clerk previously distributed the draft budget to all Councillors. The Clerk explained to the Council that the draft budget had been calculated with a pessimistic outlook on income due to COVID concerns and predicting the next 12 months continues to be difficult. The Clerk suggested that £19,000 from reserves be put towards the budget to subsidise the lack of village centre income, although the Clerk was hopeful that the village centre income would be higher than predicted. The Clerks main concern on income was that both this Christmas next winter there could be closures due to COVID once again. The Clerk lowered some budgets headings and had increased budgets to allow for playground improvement. Councillor Johnson questioned the assumptions for forecasting the energy, water, and cleaning costs. The Clerk explained that although the projected income from VC hire charges be down, any hiring will have an increase in cleaning charges to comply with our commitment to a COVID secure environment, similarly doors and windows need to be kept open which will have an increase in heating costs unless it is proposed to switch the heating off altogether. This therefore has kept the budget for these costs the same as 20/21. Cllr Johnson also questioned the lowering of the Christmas costs. The Clerk was confident in the projected budget however said that she will check after this Christmas to ensure calculations are correct.

The Council were happy with the draft budget presented and this draft budget will be used to calculate the precept to be agreed at a future meeting.

20.185. To discuss/approve the Allotment Designated Management Agreement

The Council discussed amendments to the previous DMA that had been made by the Clerk however the Council felt that the agreement was vastly different from agreements with other clubs in the village. The Council resolved to create a working party to start the Allotment DMA using other agreements as a template and to receive advice from NALC.

20.186. To discuss/approve the quote for the Mini Tennis court cleaning in Lady Goodwin park*

The Annual playground inspection has outlined that the MUGA also needs cleaning and moss removal. The Clerk will seek a further quote to remove the moss and clean both hard play surfaces to be presented at a future meeting.

20.187. Update on discussions re Sherwood Medical Practice

Cllr Dennis gave the Council and update following on from meetings he and Cllr Purcicoe have had with CCG. The CCG were very quick to agree that improvement was needed. The Surgery must provide appointments to patients until 8:00 o'clock Monday to Friday three hours on Saturday Sunday and 1/2 hours each bank holiday, this is in collaboration with other services. however, its unknown if these appointments are being offered from SMP. Cllr Dennis and Cllr Purcicoe will continue with these meetings with the outcome being that the community are able to phone up and get through reasonably quickly and to be able to get an appointment within a reasonable time.

20.188. To discuss/approve the Junior Football goal proposal and quote*

Cllr Westbury revisited the request for Football Goals for the Acres/Hadleigh Park. The Council resolved to purchase 2 junior goals and replacement 11 aside goals (4 in total)

The overall cost is £2,800 + VAT



20.189. To discuss/approve the EON renewal for the VC

The Council resolved to give notice of cancellation to EON Gas contract that is charged at 30p per day standing charge and 3.45p per kwh and to move to British Gas at 0p per day standing charge and 3.36p per kwh.

20.190. To discuss the effect on Farnsfield Parish Council re the most recent COVID-19 announcement

Farnsfield Village Centre has been closed for the last month during the national lock down. Until the new tier system has been announced it is unknown whether the Village Centre can reopen on Dec 2nd. The Council resolved for the Clerk, Chairman and Chairman of the Facilities Committee to communicate to make decisions regarding the VC's opening and closure as legislation changes. The Council will be kept informed.

20.191. Items for future Agenda

None

Bills For Payment November 2020

Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code
RS/VA	Toolstation	VC Maintenance	£24.88	£4.98	£29.86	4360
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340
FPCM20.119	Forester Flooring	VC Carpet	£2,432.38	£486.48	£2,918.86	4780
DP/RS	Handicentre	VC Maintanence	£33.28	£6.65	£39.93	4360
FPCM20.113	Ulyett	Flair Mowing and Wilflower Collection	£805.00	£161.00	£966.00	4660
VA/DP	HAGS	Basket Swing Spare Part	£141.16	£28.23	£169.39	4630
FPCM20.78.4	J.R.Islip & Sons	Hardwood Window and Trimming	£580.00	£116.00	£696.00	4360
FPCM20.167	SLCC	CILCA Fees	£410.00	£0.00	£410.00	4110
Facilities20.59	Smiths Sheds	VC Shed Purchase	£1,023.20	£255.80	£1,279.00	4360
Pre Paid By Credit Card						
VA/DP	Amazon	Stationary - Highlighters	£3.32	£0.67	£3.99	4130
VA/DP	Amazon	Stationary - Ink Cartridge	£25.82	£5.17	£30.99	4130
F20.49	FestiveLights	Christmas Tree Lights	£187.42	£37.49	£224.91	4322
VA/DP	Amazon	Replacement Laminator	£14.16	£2.83	£16.99	4130
N/A	rohost	Domain Renewal	£6.99	£0.00	£6.99	4220
Direct Debits and Standing Orders						
PCM20.36.1	Eon	Village Centre Gas	£200.58	£10.03	£210.61	4320
PCM20.36.1	Eon	Village Centre Electricity	£189.91	£9.50	£199.41	4321
PCM20.36.1	Eon	Pavilion Electricity	£16.54	£0.83	£17.37	4670
PCM20.36.1	BT	Mobile Phones	£19.42	£3.88	£23.30	4120
PCM20.36.1	Waterplus	VC Water	£179.36	£0.00	£179.36	4330
PCM20.36.1	EON	Wilson's Field Electricity	£25.67	£1.28	£26.95	4522
F&P20.34	Zest Group	INV 0207 Monthly 365 Services	£103.80	£20.76	£124.56	4220
PCM20.36.1	Tom's Garden Svcs	Grass and Path Maintenance	£368.00	£0.00	£368.00	4660
PCM20.36.1	ASL	Monthly Copier Charges	£6.50	£1.62	£8.12	4160
PCM20.36.1	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324

Minutes of the Full Council held at 7pm on Tuesday 15th December 2020

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, Healy
7 members of the public were also present.

20.192. To receive any declarations of intention to record the meeting

FPC Accepted Minutes 2020-21



No declarations to record received

20.193. To receive any apologies for absence

No apologies received

20.194. To receive any declarations of interest

No declarations received

20.195. To receive reports from the district and county councillor

Cllr Laughton joined at 19:25

Cllr Laughton reported that there is the likelihood that NSDC/Farnsfield will stay in Tier 3 under Nottinghamshire due to the rise in cases in some areas and the increase in hospitalisation due to COVID-19.

NWDC are opening a fund for village halls and community spaces that have suffered due to COVID which Farnsfield Parish Council may be eligible for.

After a request from a member of the public Cllr Dennis asked Cllr Laughton to investigate contributing towards the resurfacing of Brickyard lane.

20.196. 10 minutes for the public to comment and ask questions about agenda items

No members of the public chose to speak

20.197. To receive and note correspondence received

Email from W4F which has been forwarded to all Councillors

Member of the public has emailed to request the council investigate access out of Eaton Close as large cars are often parked next to the entry so it makes it difficult to join Main street. Cllr Purcicoe has contacted Cllr Laughton to see if NCC Highways can help with this.

20.198. Clerks Report

The Clerk explained that she had clarified the S106 and confirmed that in respect of the Southwell Road development, the Amenity Open Space contribution was only payable IF the Amenity Open Space was not provided, as the Amenity Open Space was provided and therefore the contribution was not payable.

20.199. To accept the 24th November 2020 Full Council meeting minutes as accurate

Cllr Johnson proposed the following amendments:

Re item 20.182

"The Council approved the quote for the topographical survey of Hadleigh Park, Reynold's Field, and the Acres and the part of Footpath1 near the Lock-up at a cost £1680.00 excluding VAT."

Re item 20.183

"Cllr Johnson prepared a report that was previously distributed to all councillors detailing options to improve footpath1 near the Lock-up.

Cllr. Johnson reported that since circulating the report Notts County Council (NCC) have said that there is now no budget for the revetment work in this financial year and they will need to re assess for next financial year.

Options to improve footpath 1 will depend on the results of the topographical survey which has been approved at item 20.182

The Council requested that the Clerk contact VIA EM to quote for installation of a pedestrian safety barrier on the road at the end of Footpath 1."

The council resolved to accept the amendments

20.200. To note the Financial Summary at 30th November 2020*

The council noted the Financial Summary at 30th November

Financial Summary at 30 November 2020

Unity Trust opening balance	£165,955.88	
Monthly receipts		£206.83
Monthly payments		-£10,394.78
Unity Trust closing balance		£155,767.93
Nationwide opening balance	£126,410.65	
Nationwide closing balance		£126,410.65
Mansfield BS opening balance	£85,000.00	
Mansfield BS closing balance		£85,000.00
Total Funds		£367,178.58
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash1 spend by Sept 2020		£0.00
S106 Ash2 spend by Feb 2023		£17,310.27
CIL spend by April 2021		£36,321.05
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
SANGS reserve spend by Sept 2020		£468.12
General Reserve cfwd from 2019-20		£118,480.65
Current fund		£25,355.43
Total of reserves and current fund		£367,178.58

20.201. To approve the bills for payment for December 2020*

The council resolved to accept the bills for payment December 2020

20.202. To discuss/approve the quote for the hard play surfaces cleaning

Cllr Purcicoe proposed to moss treat and sweep both the Tennis Court and MUGA.

The council resolved to accept the quotes to moss treat and sweep both areas.

Cllr Westbury, Cllr Healy and Cllr K Clarke abstained from voting

20.203. To discuss/approve the Music licence fee*

The council resolved to approve the payment for the Music Licence fee

20.204. To discuss/approve the grant policy and the next grants award*

The council resolved to accept the reviewed grant policy and advertise a 3rd application deadline of January 29th for the 2020-2021 year.

20.205. To receive an update on the East Side Development

Cllr I Clarke updated the Council. The topological study was completed at the end of last week and Inspire will get back to us when they have been able to review the information sourced.

20.206. To discuss/approve purchasing playground signs

Cllr Healy suggested that all signs need to be reviewed. This item was postponed to a future meeting for further research.

20.207. To discuss/approve the quotes for the hedge/boundary reclaim in Lady Goodwin park*

The council resolved to accept quote 1 for the boundary reclaim in Lady Goodwin park.



Cllr Strawson abstained from voting

20.208. To discuss/approve a East Side Development sub committee

The Council have requested that the clerk investigate the option further and investigate a guideline term of reference for a sub-committee/working party and come back to the council in January

20.209. To discuss/approve the purchase of a “digital notice board” for the VC*

The Council resolved to purchase a “digital notice board” for the VC with a budget of £300

20.210. Update on discussions re Sherwood Medical Practice

Cllr Dennis gave an updated report of discussions form the SMP. Cllr Dennis and Cllr Purcicoe will continue to regularly meet with the SMP and will keep the council informed.

20.211. To discuss the effect on Farnsfield Parish Council re the most recent COVID-19 announcement

No announcements were made in time for the meeting to be able to discuss with Council. The Village Centre is open and running under Tier 3 restrictions.

20.212. Items for future Agenda

Non

Bills For Payment December 2020						
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code
N/A	NSDC	Annual Play Inspection	£285.00	£57.00	£342.00	4630
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340
BW	Best 4 Pests	Pest Control Moles	£85.00	£0.00	£85.00	4660
VA/CP/DP	Unwin Print	8791 150 x 8 Page A4 Newsletters	£125.00	£0.00	£125.00	4160
VA/CP/DP	Unwin Print	8794 3 x A3 Newsletters	£6.00	£0.00	£6.00	4160
Facilities 20.45	Farnsfield Landscapes	Cotton Mill Resurfacing	£2,576.00	£380.00	£2,956.00	4620
PCM20.36.1	Ulyetts	Grounds Maintenance Quarterly (Oct-Dec)	£1,365.75	£273.15	£1,638.90	4660
VA/DP	Signs for Less	10mph Sign Cotton Mill Lane	£35.05	£7.01	£42.06	4470
Direct Debits and Standing Orders						
PCM20.36.1	BT	Mobile Phones	£19.00	£3.80	£22.80	4120
PCM20.36.1	Waterplus	VC Water	£215.37	£0.00	£215.37	4330
PCM20.36.1	EON	Wilson's Field Electricity	£22.99	£1.15	£24.14	4522
F&P20.34	Zest Group	INV 0207 Monthly 365 Services	£103.80	£20.76	£124.56	4220
PCM20.36.1	Eon	Village Centre Gas	£145.45	£7.28	£152.73	4320
PCM20.36.1	ASL	Monthly Copier Charges	£8.98	£2.24	£11.22	4160
PCM20.36.1	Eon	Village Centre Electricity	£90.08	£4.74	£94.82	4321
PCM20.36.1	Tom's Garden Svcs	Grass and Path Maintenance	£368.00	£0.00	£368.00	4660
PCM20.36.1	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324
PCM20.36.1	Eon	Pavilion Electricity	£20.57	£1.08	£21.65	4321

Minutes of the Full Council held at 7pm on Tuesday 26th January 2020

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, Healy, Hazard
8 members of the public were also present.

20.213. To receive any declarations of intention to record the meeting
No declarations to record received

20.214. To receive any apologies for absence
No apologies received – Full Attendance

20.215. To receive any declarations of interest
No declarations received

20.216. *To receive reports from the district and county councillor*
No report received

20.217. *10 minutes for the public to comment and ask questions about agenda items*
A member had a question regarding the return of the SANGS funding. The answer was found within the agenda item discussion.

20.218. *To receive and note correspondence received*
The Clerk reported that a lot of correspondence received is complaints about issues that should be reported to NCC. The Clerk recommended the council publicise the NCC reporting system.
A complaint was received regarding people playing golf on the Acres

20.219. *Clerks Report*
The Clerk reported that following the last meeting she had been in touch with Councillor Bruce Laughton regarding the yellow line plan for Farnsfield.
The Clerk updated the Council on all works within the Village:
Copse works including felling of trees and raising crowns on Parfitt drive – Completed Thursday 21st January
Hedge works at Lady Goodwin Park has received permission to go ahead and the work will be done on Tuesday 9th of February
Hard surfaces moss treatment on both tennis courts and MUGA will be treated as soon as possible however due to the sudden changes in weather there is increased moisture and frost, it would not be a good idea to do this now as it will be less effective.
The Clerk was contacted by Western Power who need to complete works on the trees within Millennium Wood and Hadleigh Park area to protect the power lines from the risk of trees falling onto the line. A representative from Western Power met with Councillor Purcicoe on Monday to discuss the proposed works.
The work proposed is a substantial amount of work but they are trying not to be over zealous with the amount of clearance work in order to avoid upsetting residents of Farnsfield.
Likewise he does not want Farnsfield and other villages to lose electric supply to the village either in stormy weather.
The Clerk suggested that a decision by Council should be made at an additional meeting.

20.220. *To accept the 15th December 2020 Full Council meeting minutes as accurate*
The Council resolved to accept the 15th December 2020 Full Council meeting minutes as accurate

20.221. To note the Financial Summary at 31st December 2020*

Multiple summary documents were previously circulated, the Council noted the Financial Summaries at 31st December 2020

20.222. To approve the bills for payment for January 2021*

The document was previously circulated. Cllr Johnson proposed to not return the SANGS money until confirmation is received in writing that it should be returned, if possible, it should be allocated to the flail mowing and meadow creation that was approved in August 2020 and completed in September 2020.

The Council resolved to approve the bills for payment for January 2021

Cllr I Clarke and Cllr Hazard abstained from voting

Financial Summary at 31st January 2021		
Unity Trust opening balance	£151,585.55	
Monthly receipts		£2,446.80
Monthly payments		-£10,344.83
Unity Trust closing balance		£143,687.52
Nationwide opening balance	£126,410.65	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,410.65
Mansfield BS opening balance	£85,000.00	Interest of £655.04)
Monthly receipts		£655.04
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£356,408.25
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash1 spend by Sept 2020		£0.00
S106 Ash2 spend by Feb 2023		£17,310.27
CIL spend by April 2021		£29,621.27
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
SANGS reserve spend by Sept 2020		£0.00
COVID Winter Scheme Funding NSDC (Not for council general use)		£1,000.00
General Reserve		£118,480.65
Current fund		£19,306.20
Total of reserves and current fund		£356,408.25

20.223. To discuss/approve the 21/22 budget*

The document was previously circulated, the Council resolved to approve the 21/22 budget

20.224. To discuss/approve the Finance and Risk committee's recommendation for the 2021-2022 precept request*. The Council is to approve the cash value of the precept request for 2021/22

A calculation document created by the Clerk & RFO from the provisionally agreed 21-22 budget was previously circulated. The Finance and Risk Committee recommended that a cash precept of £84,800 is requested, which would result in an increase of 1.91% on the Tax Base of the band D rate.

The Council resolved to approve an increase of 1.91% on the Tax Base of the band D rate and request a precept of £84,800

20.225. *To consider the arrangements for internal audit and the appointment of an internal auditor*

The Council resolved to appoint Ken Goddard as the internal auditor at a cost of £89

20.226. *To discuss/approve the Staffing Committee's recommendations regarding the transference of Annual Leave allowance and staff overtime.*

The staffing committee recommended:

- staff employed by the Council who are unable to work due to COVID restrictions are eligible and will be placed on Flexi Furlough. Staff who are furloughed remain on 100% salary. 80% of hours not worked can be claimed from HMRC and the council will continue to pay 20% of the wages.
- recommended that during the COVID pandemic the Clerk should have delegated authority to authorise any staff overtime that arises due to COVID.
- that the council should pay our Clerk for 10 hours overtime that accrued during her first 2 months of employment, when she was learning the job and coping with the COVID situation.
- that due to COVID employees should be able to carry forward one week's unused annual leave into the next financial year. Any leave not taken will be lost.

The Council resolved to accept all recommendations from the Staffing Committee

20.227. *To receive an update on the East Side Development*

The Clerk updated the Council regarding the ESD. Inspire have produced a document which was previously circulated to all Councillors which outlines a plan and preliminary design statement for the new access road and the drainage layout. Inspire have investigated 3 route options. Option 3 was the most practical and cost-effective solution by Inspire. Inspire have produced a design statement which sets out the proposed design of the Option 3 on "Hadleigh Park Drive"

The Council will need to approve the provisional option of route before the next stage, which is the car parking design, can go ahead.

The Clerk has communicated with Inspire via phone to discuss costings. Costing would need to be calculated by a surveyor of which Inspire would suggest that the Council hire a surveyor once the car park is designed. This will allow the surveyor to price the whole section of the project at a better value cost for the surveyor.

Cllr Johnson requested the Clerk contact Inspire to ask if they can present these options and attend a meeting for questions and the cost involved in this.

20.228. *To discuss/approve how to manage the East Side Development*

The Council wanted to understand more about ESD before deciding. This will be moved to an extraordinary meeting to be held

20.229. *To discuss/award the Grounds Maintenance contract for 21/22*

The quotes were previously circulated, the Council resolved to award the Grounds Maintenance contract to NSDC for 21/22

20.230. *To discuss/approve the Allotment Management Agreement*



The document was previously circulated, the Council resolved to approve the Allotment Management Agreement.

20.231. To discuss/approve replacing the lights in the Village Centre Lower Hall*

The quote and calculations were previously circulated, the Council resolved to approve replacing the lights in the Village Centre Lower Hall at a cost of £680

20.232. Update on discussions re Sherwood Medical Practice

Cllr Dennis updated the council on the recent conversations with the SMP. Cllr Dennis stated that, since the announcement of SMP's intended withdrawal, he has received assurances from the Accountable Officer of the CCG that she was committed to a smooth transition to a trusted and responsive general practice service for Farnsfield. Mark Spencer MP also offered his support to the CCG to provide the service that Farnsfield deserved. We now must wait for details of the new arrangements.

20.233. To discuss the effect on Farnsfield Parish Council re the most recent COVID-19 announcement

The Country remains in full lock down and the Village Centre remains closed. Speed Watch is also paused due to COVID.

20.234. Items for future Agenda

Items to be moved to an additional meeting to be held on Tuesday 2nd February

- 1. To discuss/approve works to be completed by Western Power who need to complete works on the trees within Millennium Wood and Hadleigh Park area.***
- 2. To discuss/approve how to manage the East Side Development***

The meeting was closed at 20:59



Bills For Payment January 2021						
Payment to be authorised						
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code
Facilities 20.47	WRS Tree Services	Footpath 9 Maintenance	£600.00	£120.00	£720.00	4660
PCM20.188	Pitchworks Ltd	Football Goals	£2,708.00	£541.60	£3,249.60	4470
PCM20.165	Tom's Garden Svcs	Copse Work Parfitt Drive	£750.00	£0.00	£750.00	4660
Pre Paid Invoices (Credit Card)						
Facilities 20.60	HP Direct	Clerks Laptop and Warrenty	£680.82	£136.16	£816.98	4130
VA/DP	Lowe and Fletcher	VC Filing Cabinet Keys	£12.50	£0.00	£12.50	4130
PCM20.209	AO.com	Television for Digital Notice Board	£157.50	£31.50	£189.00	4470
PCM20.209	Amazon	Amazon Fire Stick for Digital Notice Board	£24.99	£5.00	£29.99	4470
VA/DP	N&S Locksmiths	Village Padlocks	£40.00	£8.00	£48.00	4470
PCM20.36.1	Parish Online	Parish Online Annual Subscription	£60.00	£12.00	£72.00	4140
Other Transactions to Note						
PCM20.182	Inspire Design	Topological Study	£1,680.00	£336.00	£2,016.00	4785
N/A	HMRC	HMRC - PAYE and Employer NI 6th July - 5th August	£46.80	£0.00	£46.80	Split
N/A	HMRC	HMRC - PAYE and Employer NI 6th August - 5th September	£285.05	£0.00	£285.05	Split
N/A	HMRC	HMRC - PAYE and Employer NI 6th September - 5th October	£277.65	£0.00	£277.65	Split
N/A	HMRC	HMRC - PAYE and Employer NI 6th October - 5th November	£560.25	£0.00	£560.25	Split
N/A	Waterplus	Waterplus Refund	- £5,379.90	£0.00	- £5,379.90	4330
Direct Debits and Standing Orders						
PCM20.36.1	BT	Mobile Phones	£23.04	£5.76	£28.80	4120
PCM20.36.1	EON	Wilson's Field Electricity	£8.49	£0.42	£8.91	4522
F&P20.34	Zest Group	INV 0207 Monthly 365 Services	£106.30	£20.76	£127.06	4220
PCM20.36.1	Eon	Village Centre Gas	£385.33	£77.07	£462.40	4320
PCM20.36.1	ASL	Monthly Copier Charges	£0.97	£3.90	£4.87	4160
PCM20.36.1	PEAC	Quarterly Copier Rental	£101.00	£20.20	£121.20	4160
PCM20.36.1	Eon	Village Centre Electricity	£147.72	£7.39	£155.11	4321
PCM20.36.1	Tom's Garden Svcs	Grass and Path Maintenance	£368.00	£0.00	£368.00	4660
PCM20.36.1	N&Sherwood DC	Waste Collection Monthly Charge	£22.36	£0.00	£22.36	4324



PCM20.36.1	Eon	Pavilion Electricity	£17.87	£0.89	£18.76	4321
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340
PCM20.36.1	CPRE	The Countryside Charity Annual Subscription	£36.00	£0.00	£36.00	4140
PCM20.36.1	PWLB Lending	Loan Repayment	£455.27	£0.00	£455.27	4390

Minutes of The Full Council Meeting held at 2pm on Tuesday 2nd February 2021

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

Also Present: Vikki Arkell (Clerk and RFO)

37 members of the public were also present.

The meeting was held over the internet via Microsoft Teams

20.235. To receive any declarations of intention to record the meeting

None received – the meeting was not recorded by the council

20.236. To receive any apologies for absence

Cllt Hazard and Cllr Dennis.

Apologise sent - both apologies were received and accepted by council

20.237. To receive any declarations of interest

None received

20.238. 10 minutes for the public to comment and ask questions about agenda items

Items discussed:

What funding is still available to the Council and where it is located – Cllr Purcicoe asked for this question be forwarded to the Clerk.

Can the word “development” be removed from the East Side Project

Will the council be working the W4F and Skate Nottingham on the wheeled facility- Cllr Johnson supported working with skate Nottingham.

20.239. To approve the bills for payment*

The Council resolved to approve the bills for payment

Cllr Johnson abstained from voting

20.240. To discuss/approve works to be completed by Western Power who need to complete works on the trees within Millennium Wood and Hadleigh Park area to ensure the safety of the power lines.*

Cllr Purcicoe walked the council through all proposed works based on the maps and report produced by Western Power.

The Council requested that T114999 – The Oak tree be reduced in height rather than felled, for wood chipping to be sprayed and spread out along footpath between Eastern boundary hedge line and tree line and not inside tree line and for logs to be left at 10ft lengths singularly rather than in piles.

With the above amendments the Council resolved to approve the work proposed by Western Power

20.241. To discuss/approve how to manage the East Side Development

The Council resolved that the project will be led by the clerk to the council. She will manage the timeline and communications of the project in its initial stages and then will work with councillors, and others, to take each part of the project forward. All proposals and spend will have to be brought to full council for a decision. Any delegation to the clerk will be added to a delegated authority register and will be managed by the council.



20.242. To discuss the East Side Development and to make any decisions required to continue its progress*

The Council were keen to obtain a timeline of design and to work on the recreational elements of the design stage. The Clerk will communicate with Inspire and work towards a timeline.

20.243. Items for future Agenda

None

Bills For Payment February 2021 (Part 1)						
Payments to be authorised						
Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code
PCM20.36.1	NALC	NALC Annual subscription	£546.94	£0.00	£546.94	4140
PCM 20.64	Inspire Design	Schedule 1 of payment for deign services outlined in Q000997B and Q000997A	£1,120.00	£224.00	£1,344.00	4785

Minutes of the Full Council held at 7pm on Tuesday 23rd February 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, Healy and Hazard
5 members of the public were also present.

Agenda

20.244. To receive any declarations of intention to record the meeting
No declarations to record received – the council did not record

20.245. To receive any apologies for absence
No apologies for absence – full attendance

20.246. To receive any declarations of interest

Cllr Puddephatt - 20.258

Cllr Strawson – 20.255

Cllr Healy – 20.260

20.247. 10 minutes for the public to comment and ask questions about agenda items
A member of the public asked for an update on ESP. The Clerk to respond in the Clerks report.

20.248. To receive and note correspondence received

Confirmation was received from NSDC that the remaining £468.12 of SANGS can be used towards the flail mowing/meadow at millennium wood that was completed in August/September

20.249. To receive reports from the district and county councillor
No report received

20.250. To receive The Clerks Report

- **Due to COVID delays, the Clerk has requested a 12-month extension of the 2016 CIL funding**
- **The Clerk has met with Inspire Design to discuss the next step in the ESP. Inspire are confident that a draft “masterplan” will be ready for April. ESP website section will be published tomorrow (24th February)**

20.251. To accept the 26th January ~~2020~~ 2021 Full Council meeting minutes as accurate
The Council resolved to accept the minutes as accurate

20.252. To accept the 2nd February ~~2020~~ 2021 Full Council meeting minutes as accurate
The Council resolved to accept the minutes as accurate

20.253. To accept accepted Committee Minutes:

1. Facilities Committee – 10th November 2020*
2. Staffing Committee – 5th November 2020*
3. Finance and Risk Committee – 13th October 2020*

Councillor Johnson stated she was not at this meeting

With the above amendment, the Council resolved to accept the minutes

20.254. To note the Financial Summary at 31st January 2020*
The Council noted the financial summary

Financial Summary at 31st January 2021		
Unity Trust opening balance	£151,585.55	
Monthly receipts		£2,446.80
Monthly payments		-£10,344.83
Unity Trust closing balance		£143,687.52
Nationwide opening balance	£126,410.65	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,410.65
Mansfield BS opening balance	£85,000.00	Interest of £655.04)
Monthly receipts		£655.04
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£356,408.25
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash1 spend by Sept 2020		£0.00
S106 Ash2 spend by Feb 2023		£17,310.27
CIL spend by April 2021		£29,621.27
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
SANGS reserve spend by Sept 2020		£0.00
COVID Winter Scheme Funding NSDC (Not for council general use)		£1,000.00
General Reserve		£118,480.65
Current fund		£19,306.20
Total of reserves and current fund		£356,408.25

20.255. To approve the bills for payment for February 2020*

Cllr Strawson did not vote due to DOI, Cllr Johnson objected to the payment of Parkinson's due to not receiving the 7 year plan as quoted for.

The Council resolve to approve the bills for payment

20.256. To note the Quarter 2 Financial review carried out by Cllr Dennis on behalf of the Finance and Risk Committee*

The Council noted the Financial Review

20.257. To schedule the Annual Meeting of the Parish

The Council resolved to schedule the annual meeting of the parish on April 27th at 6pm (Before the Full Council Meeting). This meeting will be held online.

20.258. To discuss/approve the proposed 21/22 footpaths maintenance and small grounds maintenance charges

The Council resolved to accept Tom's garden service quotes for the small grounds maintenance service.



20.259. To discuss/approve 21/22 events and who will lead the events

The Council discussed organising:

A play in August

Best Kept Village - May-September

Remembrance Day Parade

Christmas Lights/Xmas Lights end of November

The Council resolved to form an event working party, the council will invite the public to join via the website.

20.260. To conclude on discussions re Sherwood Medical Practice

Councillor Puddephatt has previously shared a suggested statement of conclusion re SMP.

Cllr Dennis considers that the statement is a misrepresentation of the event.

3 for, 2 against, 6 abstained

The Council resolved to accept the statement of conclusion.

20.261. To discuss/approve the new quotes for the door refurbishment on the Lock Up and any charges for footpath closure.

The Council resolved to approve the quote from Contractor 5 (J.R.Islips and Sons) at a cost of £1,150 excl VAT for the door refurbishment.

The Council resolved to accept the costing of the footpath closure.

20.262. To discuss/approve grant applications received - 1st February funding deadline

The Council resolved to defer this item until the F&R on 16th March

20.263. To discuss/approve the updated Fire Safety Policy and Emergency Evacuation Plan for the Village Centre

The Council resolved to defer this item until next meeting in March.

20.264. To discuss the effect on Farnsfield Parish Council re the most recent COVID-19 Announcement

Following the most recent announcement the VC will open no earlier than April 12th to under 18's. The Council will continue to evaluate the situation.

20.265. Items for future Agenda

None



Bills For Payment February 2021

Payment to be authorised

Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
PCM20.207	Forest Farm Tree Services	Lady Goodwin Hedge Reclaim	£830.00	£166.00	£996.00	4660	
PCM20.231	AB Electrical	Lower Hall Replacement - LED Lighting	£680.00	£0.00	£680.00	4360	
F20.49	AW Fancing	Fitting of Village Xmas Lights	£741.00	£148.20	£889.20	4322	
PCM20.36.1	Ulyett Landscapes	Quarterly Village Maintainence April - March	£1,365.75	£273.15	£1,638.90	4660	
VA/DP	Nottinghamshire Fire Safety Ltd	Annual Fire Extinguisher Inspection VC	£97.40	£19.48	£116.88	4350	
VA/DP	Viking	Laminating Pouches	£10.22	£2.04	£12.26	4130	
PCM20.36.1	NSDC	Dog Waste Disposal	£2,184.00	£436.80	£2,620.80	4520	
F&R20.17.2	Parkinson Partnership	VAT advice	£300.00	£0.00	£300.00	4190	
VA/DP	HAGS	Seasaw (LG) and Basket Swing Repair (HP)	£490.64	£98.12	£588.76	4630	

Pre Paid Invoices (Credit Card)

VA/DP	Boston Seeds	Bluebell Bulbs	£69.16	£13.83	£82.99	4210 Chairmans Allowence	
VADP	Amazon	Bench Brackets	£12.47	£2.50	£14.97	4470	

Direct Debits and Standing Orders

PCM20.36.1	BT	Quarterly Broadband and Phone Contract (Now includes Mobile Phones)	£343.17	£68.63	£411.80	4120	
PCM20.36.1	EON	Wilson's Field Electricity	£7.69	£0.38	£8.07	4522	Estimated
F&P20.34	Zest Group	INV 0207 Monthly 365 Services	£106.30	£21.26	£127.56	4220	
PCM20.36.1	Eon	Village Centre Gas	£191.89	£9.59	£201.48	4320	Estimated
PCM20.36.1	ASL	Monthly Copier Charges	£11.49	£2.87	£14.36	4160	Estimated
PCM20.36.1	Eon	Village Centre Electricity	£199.36	£39.87	£239.23	4321	Estimated
PCM20.36.1	Tom's Garden Svcs	Grass and Path Maintenance	£368.00	£0.00	£368.00	4660	
PCM20.36.1	Eon	Pavilion Electricity	-£24.43	-£1.22	-£25.65	4321	In Credit
PCM20.36.1	Waterplus	Pavilion Water	£30.15	£0.00	£30.15	4670	Estimated
N/A	MR.G'S Cleanerbin	VC Window Cleaning	£15.00	£0.00	£15.00	4340	



Meeting of Farnsfield Parish Council held at 7pm on Tuesday 23rd March 2021

The meeting was held over the internet via Microsoft Teams

Present: Cllrs. 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.

As Councillor Purcicoe was absent Cllr Johnson chaired the meeting.

20.266. To receive any declarations of intention to record the meeting

Cllr Johnson declared she would be recording the meeting. No other declarations to record received – the council did not record the meeting

20.267. To receive any apologies for absence

Cllr Purcicoe – the council resolved to accept the apology

20.268. To receive any declarations of interest

Cllr Healy - 20.299

Cllr Strawson – 20.296

20.269. 10 minutes for the public to comment and ask questions about agenda items

Option 2 for the ESD, has it been drawn yet and will it go on the website?

The Clerk said that it had not yet been received and it would be added to the website as soon as it could be shared.

2021 CIL spend update

The Clerk said that a 12 month extension had been given by NSDC so this money must now be spent by 1st May 2022.

20.270. To receive reports from the district and county councillor

County Cllr Laughton informed the council that the A614 junction improvement planning has been finalised and it is now waiting for final funding and the new Minerals Local Plan was adopted on 25th March 2021.

Cllr. Dennis asked for an update re the supply of chippings from NCC for the bridleway at Brickyard Lane, Cllr. Laughton will follow up

Cllr. Healy asked if the enforcement was complete at the Cockett Lane Recycling Site, Cllr. Laughton confirmed that it is.

Cllr. Puddephatt asked for an update re double lines in Farnsfield. Cllr. Laughton will request a review.

Cllr. Johnson asked when we can expect to get confirmation that the revetment work will be included in the NCC budget. Cllr. Laughton confirmed that the NCC budget is set, however NCC Rights of Way need to establish their capital funding which will be done in May.

20.271. To receive The Clerks Report

a. To receive and note correspondence received

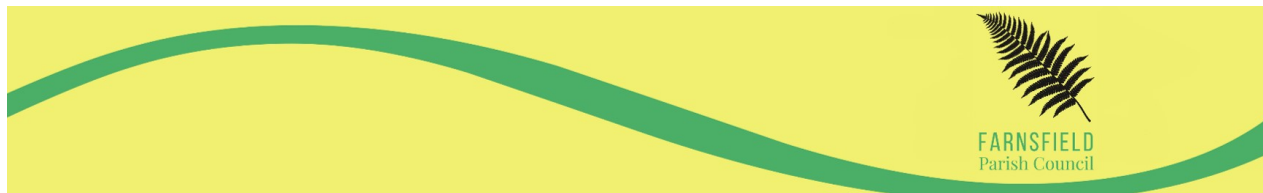
"I'd like to make a request, the gate on the Station Road play park can't be fastened shut, which can be an issue for toddlers making a break for it and in a worst-case scenario, getting onto the road. For some reason it's all toddlers want to do and a parent with 2 children to look after can find it a struggle! Can something be done about it?"

ROSPA Guidelines: BS EN 1176

Gates must be free from finger traps, crush points and shear action that could cause injury.

Gate locking mechanism must be built in such a manner that small children cannot open it.

Self-closing mechanisms should work properly: the gate opened wide at 90° should ideally not close quicker than 5 seconds to make access easier for the wheelchair users and to prevent it from striking the back of children walking through.



To retrofit a lock the gate would no longer be ROSPA compliant. A lock would also prevent anti bulling mechanism for escape.

Following the ROSPA guidelines, the Council decided to take no action at this time.

2. Removal of the bottle bank from the Plough Pub Car park due to noise and wanting the space for more outdoor seating due to covid restrictions etc.

To be discussed at the next Facilities meeting

3. Request for a red phone box to be purchased to be used as a book swap

Clerk to research costings and to be discussed at the next Facilities meeting

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

The tree works in millennium wood have been started and the contractors Due to return next week to complete, the 20 trees donated by Western Power have now been planted

The moss treatment to the hard surface play areas is now complete

The Lock up door has now been completed and is being reinstalled Wednesday morning.

The roof and stonework refurbishment will commence on May 24th.

Cllr. Healy raised a concern that the since treatment the moss had not disappeared on the mini tennis court and could the debris on the mini court be tidied up before reopening.

Clerk to contact the contractor re the moss treatment and ask the caretaker to tidy the mini tennis court.+

c. To receive any updates regarding the East side Project and to note meeting minutes with Inspire

The Clerk updated the Council that she had a meeting with the landscape architect who is enthusiastic, and that she had confirmed some details from the east side brief, she also confirmed that there is 80k that has previously been earmarked for the wheeled facilities and that there is S106 funding agreed for play facilities. The Clerk has an informal meeting on Thursday with Inspire where they will give an update on their progress, Inspire are still aiming for the draft full colour masterplan to be complete by early April. The website is fully up to date and The Clerk will continue to add minutes and reports.

20.272. To accept the 23rd February 2021 Full Council meeting minutes as accurate

The Council resolved to accept the minutes as accurate

20.273. To note accepted Committee Minutes:

4. Facilities Committee – 9th February 2021*

5. Finance and Risk Committee – 10th January 2021*

The Council resolved to note the committee minutes

20.274. To note the Financial Summary at 28th February 2021*

The Council noted the financial summary

Financial Summary at 31st February 2021		
Unity Trust opening balance	£143,687.52	
Monthly receipts		£337.08
Monthly payments		-£13,748.02
Unity Trust closing balance		£130,276.58
Nationwide opening balance	£126,410.65	
Monthly receipts		£0.00
Monthly payments		£0.00
Nationwide closing balance		£126,410.65
Mansfield BS opening balance	£85,655.04	
Monthly receipts		£0.00
Monthly payments		£0.00
Mansfield BS closing balance		£85,655.04
Total Funds		£342,342.27
Made up of		
Best Kept Village reserve		£2,129.12
S106 Ash1 spend by Sept 2020		£0.00
S106 Ash2 spend by Feb 2023		£17,310.27
CIL spend by April 2021		£28,501.27
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
SANGS reserve spend by Sept 2020		£0.00
Council Projects EMR (Lock Up)		£4,280.00
COVID Winter Scheme Funding NSDC (Not for council general use)		£960.00
General Reserve		£118,480.65
Current fund		£2,120.22
Total of reserves and current fund		£342,342.27

20.275. To approve the bills for payment for March 2021*

Clerk to query the moss treatment on the mini tennis court before payment of the invoice for £96.

The Council resolved to accept the bills for payment

Cllr Strawson abstained due to DOI, Cllr Johnson objected to the Inspire payment and therefore abstained



Bills For Payment March 2021

Payment to be authorised

Approval Code	Payment To	Description	Net	VAT	Gross	FPC Code	Notes
PCM20.231	AB Electrical	5 Year Electrical Inspection	£80.00	£0.00	£80.00	4360	
PCM20.167	CDALC	CiLCA Training	£100.00	£0.00	£100.00	4110	
PCM20.36.1	SLCC	SLCC Membership	£178.00	£0.00	£178.00	4140	
PCM20.164	Inspire Design	Progress invoice which forms part of the Q000997B	£950.00	£190.00	£1,140.00	4785	CIL
PCM20.202	Ulyyetts	Moss Treatment on Hard Play Surfaces	£80.00	£16.00	£96.00	4630	
VA/DP	HandiCentre	1x Key for Acres barrier for Western Power & 1 x Key Reynolds Field for N&SDC groundworks	£6.65	£1.33	£7.98	4630	
Facilities 20.87	HandiCentre	20 x Tree Stakes, 20 x Tree Ties, 5 x Bags of Bark	£93.75	£18.75	£112.50	4630	
Facilities 20.88	Farnsfield Villa	Reimbursment for the purchase of materials to install Farnsfield Parish Council new goals	TBC			4470	CIL
Pre Paid Invoices (Credit Card)							
VA/DP	Amazon	Diary - Stationary	£7.03	£1.76	£8.79	4130	
Direct Debits and Standing Orders							
PCM20.36.1	EON	Wilson's Field Electricity	£9.25	£0.49	£9.74	4522	Estimated
F&P20.34	Zest Group	INV 0207 Monthly 365 Services	£106.30	£21.26	£127.56	4220	
PCM20.36.1	British Gas/Eon	Village Centre Gas	Awaiting first bill after changing to British Gas				
PCM20.36.1	ASL	Monthly Copier Charges	£8.64	£1.73	£6.91	4160	Estimated
PCM20.36.1	Eon	Village Centre Electricity	£165.32	£33.06	£198.38	4321	Estimated
PCM20.36.1	Eon	Pavilion Electricity	-£16.89	-£0.84	-£17.73	4321	In Credit
PCM20.36.1	Waterplus	VC Water	£274.66	£0.00	£274.66	4670	Estimated



20.276. To approve the following policies/documents:

The LGA model Code of Conduct (2020) – Council resolved approve the policy
Farnsfield Parish Councils Health and Safety Policy – Cllr Johnson to review with the Clerk for April FC meeting

Farnsfield Parish Council Data Protection Policy – Council resolved approve the policy
Internal Financial Control Statement – Deferred to F&R

20.277. Special Motion:

- a. “To rescind the motion regarding the action to conclude on discussions re Sherwood Medical Practice”

5 For, 2 Against, 2 Abstentions

- b. “To conclude on discussions re Sherwood Medical Practice”

The council assessed the situation and resolved that the issue had been concluded

20.278. To discuss/approve the 2021/2022 Strategic Plan

The strategic plan was previously created and circulated by the strategic working party.
The Council resolved to approve the 21/22 strategic plan.

20.279. To discuss/approve how to manage planning applications

- a. To discuss/approve the best way to manage planning applications on behalf of the parish council

The Council resolved to keep the planning committee. The Clerk will take over the administrative duties of agenda and minutes.

- b. To nominate a chair of the planning committee

The Council nominated Cllr Strawson as acting chair of the planning committee

20.280. To receive/approve a recommendation from the Facilities Committee to purchase benches and seating for areas within the village

The Council resolved to approve the recommendation to purchase seating at a cost of £7,130

Cllr Strawson abstained from voting

20.281. To discuss the formation of the events working parties to the plan the Parish Council events for 21/22

The Council resolved to create 4 working parties and to defer until April the councillors leads so can this be discussed with the volunteers.

1. Play/Summer events working party, 2. Remembrance Parade, 3. Best Kept Village 4. Xmas Events

Cllr Dennis and Cllr Strawson abstained from voting

20.282. To discuss/approve the questionnaire response to NSDC re the Public Space Protection Order (PSPO) in relation to dog controls.

The Council resolved to create a Task and finish group to put together a response for Council to approve before the 31st April deadline.

20.283. To discuss the reopening of the Village Centre and the effect on Farnsfield Parish Council re the most recent COVID-19 announcement

The Village Centre will reopen on Thursday 15th April to children’s educational session with the aim to reopen to adult and recreational classes on 17th May.

20.284. Items for future Agenda

CIL/S106 Budgeting