



Dear Councillors David Mack, Ian McGregor, Neill Mison, Leigh Rixon, Kimberley Shepherd, Jim Weale, and Mollie Weale,

You are summoned to attend the next meeting of the Parish Council to be held on Monday 16th October, commencing at 7pm. This meeting will be held in the small hall of Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.

Darryl Flinders – Acting Parish Clerk & RFO, Tuesday 10th October, 2023

A G E N D A

164. Declarations of any intentions to record the meeting –

Note: The Clerk will record the meeting for the purposes of notetaking and minute production accuracy. The recording will be deleted after the draft minutes are approved as an accurate record of the decisions taken by the council at the previous meeting.

165. Apologies for absence

166. Declarations of interest

167. Public Open Forum (15 minutes) - ***Fernwood Parish Council is committed to community engagement and, therefore warmly invites members of the public to contribute during this part of the meeting.***

168. Approval of the minutes of Parish Council meeting held on 18th September 2023

169. Approval of the minutes of the Extraordinary Parish Council meeting held on 2nd October 2023

170. Councillors' & Clerk's reports

171. District Councillors' reports

172. Finance

- a. Bank reconciliations up to August 28th 2023 to be noted
- b. Items of income to be noted
- c. Expenditure since last meeting under delegated powers/previously agreed expenditure to be noted
- d. Approval of invoices due for payment
- e. Approval of expenses
- f. Approval of bank mandate changes and signatures required
- g. Items of expenditure for consideration
 - i. Payroll Quotes

173. Planning

- a. To consider the following applications: **None Received**

Application number including hyperlink to documents	Address where application applies to	Brief summary of application to be considered.
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section of application		
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- 174.** Cllr Mison has proposed that The Council agree to review the current SaaS (software as a service/Cloud-based services) and Email licenses currently purchased and future requirements for Fernwood Parish Council. To also agree that Cllr Mison will be the lead Cllr for this project, with assistance from the Clerk
- 175.** Cllr McGregor has proposed that The Council agree to step up the dialogue with both Lincs. & Notts.County Councils on the potential for improving Fernwood bus services.
- 176.** Cllr Shepherd has proposed that The Council agree to purchase, and take delivery of, Three Remembrance Day wreaths from Royal British Legion ahead of 11th November 2023
- 177.** Cllr Shepherd has proposed that The Council consider arranging quotes for adding landscaping, planters & shrubbery to the outside gardens at The Village Hall.
- 178.** Cllr Mack has proposed that The Council agree to the Fernwood Christmas Firework event
- 179.** Cllr Mollie Weale has proposed that The Council consider Fernwood Residents Association request to extend the use of the tennis courts to other Fernwood residents, subject to the views of residents and operating a membership scheme.
- a. Correspondence - Email regarding the suspension of FPC's website
 - b. NHS Nottingham and Nottinghamshire are gathering and reviewing a range of evidence which will help to shape the discussions about the best opening hours for the Urgent Treatment Centre (UTC) at Newark Hospital.
- 180. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
To consider if any of the following items should be considered in a confidential session and, if required, to pass a resolution stating the reasons for exclusion in the following terms:
- That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of items 181 and 182 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
- 181.** Discussion on Personnel Issues and to consider a report from the personnel committee.
- 182.** To consider & agree proposal from Cllr Mison regarding appointment of Clerk & RFO



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 18th September 2023 at 7pm
at Fernwood Village Hall

Present: Parish Councillors: David Mack, Ian McGregor, Neill Mison (Chair), Leigh Rixon, Jim Weale and Mollie Weale

Clerk: Darryl Flinders

Residents/Public 5 Members of the public

Newark & Sherwood None

District Councillors

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting. In the interests of protecting privacy it is asked that filming of the public seating area is not undertaken. Recording activity should be respectful to the conduct of the meeting, and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

141. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press

The Clerk recorded the meeting.

142. Apologies for absence - Parish Councillor Kimberley Shepherd.

143. Declarations of Interest - None.

144. Public Forum

A member of the public raised a question regarding the provision of additional staging in the main hall for drama groups. The council commented that whilst it already has some staging, new staging would be considered as part of its review of facilities and equipment available to hirers.

145. Approval of the minutes of the Parish Council meeting on 17th July 2023

The minutes were unanimously approved as an accurate record, and Councillor Mison signed them.

146. Approval of the minutes of the Extraordinary Parish Council meeting on 9th August 2023

The minutes were unanimously approved as an accurate record, and Councillor Mison signed them.

147. Councillors' & Clerks reports

The council acknowledged the previous clerk's (Marion Fox Goddard) hard work and would like to thank her for her contribution.

Councillors' and clerk's reports were presented and noted by the council.

148. District Councillors Reports

No District Councillors present to present a report.

149. Finance

- a. Bank reconciliation for July and August (up to 28/08/2023) – noted and accepted as presented
- b. Year to date income – noted and accepted as presented
- c. Expenditure since last meeting under delegated powers/previously agreed expenditure was noted and accepted as presented
- d. Items of Expenditure considered (as per report):
 - I. Tree survey Costall Woods*
 - II. Fencing around wildlife garden and woodpiles in Costall Woods*
 - III. Monthly fees for Hugofox (Website)*
 - IV. Councillor training*
 - V. Emersion heater wiring in new hot water cylinder*
 - VI. Consider the request to add VAT to the amount payable to the fencing supplier*
- e. Review of signatories for the bank/investment accounts and consideration of whether to order a debit card for the Village Hall Manager. It was resolved that the council approved to issue the Village Hall Manager with a Debit Card.
- f. To note the conclusion of external for the year ending 31st March 2022
- g. To note the dates for the external audit for this accounting period and consideration of whether to move to .gov.uk email addresses. The decision to move to .gov.uk email addresses will be proposed at a future meeting
- h. To note the report regarding the council's decision at the August meeting to move £250,000 out of the CCLA investment account and discuss returning most of this back to the CCLA to avoid any further interest loss. Noted by all councillors (see agenda item 150)

150. To ratify a financial decision taken at the August 2023 meeting (item 140), the council unanimously agreed to withdraw funds from the CCLA investment account for upcoming project work. It is proposed that the council transfers funds (£250,000) from their CCLA investment account to the Day to Day account and aims to transfer most of the funds back to their CCLA account by the end of October 2023. This decision has been resolved with all councillors in favour.

151. To agree to outsource payroll for Fernwood Parish Council to an external provider
It was resolved that the council will outsource payroll as proposed, with all councillors in favour.

152. To agree the appointment of the Acting Parish Clerk
Following a recommendation to appoint an Interim Parish Clerk & RFO, the council resolved to appoint Darryl Flinders. The council will re-evaluate their requirements and re-advertise the role in due course.

153. Gazette Printing
To agree Gazette printing costs for the Autumn edition. The council resolved to accept the £505 printing and production cost for the Gazette, due to be distributed end of October.

154. Planning
No new applications have been received.

155. Policy – Documentation to be reviewed

- a. Standing Orders – To be reviewed at a future meeting
- b. Policy review schedule – To be reviewed at the Annual Meeting of the Parish Council.

156. To consider and agree to form a Finance & General Purposes Committee

It was agreed that the council would form the committee as proposed. Details and terms of reference are to be discussed and agreed at the October meeting.

157. Village Hall - To consider the Christmas closure period

No dates were agreed. The Acting Clerk and village Hall Manager are to look at historic hall usage during the Christmas period, consider known booking interest from existing hirers and make closure recommendations to the council based upon their findings.

158. Village Hall – How to proceed with the development plans

To agree on how to proceed with the plans to extend the village hall, whether we will continue with the current plans drawn up, and whether to submit a planning application or not to proceed and, if so, what the next steps will be.

It was agreed that more investigation regarding usage, operating costs and hirer requirements will be carried out before any further decisions regarding future expansion are taken.

Consultation with the Hall Manager, Clerk and users will follow and their findings reported back to the council for consideration

159. To note that the remedial walk for the double walker at Dale Green has been completed.**160. To discuss the plans for CCTV over the park and down Rubys Walk**

It was agreed that further engagement with N&SDC needs to be carried out before moving this item forward.

161. Correspondence**Various items of correspondence have been received and discussed (see below)**

- a. Email regarding rumble strips
- b. Email requesting donation to Lancaster Bomber Memorial – More details to be requested
- c. Email about feasibility of keeping Hollowdyke Lane open
- d. Email regarding N&SDC's Allocations and Development Management Plan document
- e. Email regarding advance notice of public consultation on the Nottinghamshire and Nottingham Waste Local Plan
- f. Email regarding vandalism street name sign – Repaired
- g. Email regarding concerns over the lack of a doctors' surgery in Newark
- h. Winter Service 2023/24 – Offers of assistance to the Parish Council

162. To agree to run a community walking trail for Halloween, as agreed in the strategy.

It was agreed that the council would organise a trail as proposed.

163. To consider a community litter pick with members of the community and ask councillors also to attend and support – Initial date suggested is Sunday 29th October for the first one (to be confirmed) – It was agreed that this was a very good idea and all councillors supported it

The meeting closed at 9.05PM

The next scheduled Parish Council Meeting is Monday 16th October 2023