



**Dear Councillors Ryan Cullen, Dee Harrison, Henry Micah, John Newton, Barry Smith, Jim Weale, and Mollie Weale,**

You are summoned to attend the next meeting of the Parish Council to be held on Monday 16<sup>th</sup> May commencing at 7pm. This meet 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.*

**Marion Fox Goddard, Fernwood Parish Clerk, Tuesday 10<sup>th</sup> May 2022**

## **A G E N D A**

73. Declarations of any Intentions to Record the Meeting
74. Public Open Forum (15 minutes) - ***Fernwood Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting***
75. Apologies for absence
76. Declarations of interest
77. Approval of the minutes of the last Parish Council meeting of 25<sup>th</sup> April 2022
78. Councillors' & Clerk's Reports
79. County Councillor and District Councillors reports
80. Finance
  - a. Bank reconciliation for the year to date to be noted
  - b. Items of income to be noted
  - c. Items of expenditure paid by Direct Debit/Standing Order to be noted and items of expenditure approved under delegated powers since the last meeting – to be noted
  - d. Items of expenditure for consideration
    - i. Village Hall insurance
    - ii. Play in the Park events
  - e. Financial year end
    - i. To note the internal auditor's report
    - ii. To approve the annual governance statement 2021/22
    - iii. To approve the financial return for the year 2021/22
81. Policy
  - a. *To review the following document:* Strategic Plan
  - b. *To consider the following new policy:* Tree Policy

**MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING**  
**held on 25<sup>th</sup> April 2022 at 7.35pm**  
**at Fernwood Village Hall**

Present: Parish Councillors: R. Cullen, D. Harrison, H. Micah, J. Newton, B. Smith  
(Chair), J. Weale, M. Weale

Clerk: Marion Fox Goddard

District Councillors: I. Walker and K. Walker (left after item 50)

NSDC officer Megan Atkinson

*Agenda, reports and accompanying information for this meeting is available on the Council's website here: [FERNWOOD PARISH COUNCIL \(fernwood-pc.co.uk\)](http://fernwood-pc.co.uk)*

**31. Declaration of intentions to record the meeting**

None

**32. Public Forum**

No members of the public joined the meeting.

**33. Apologies for absence**

District Councillor Mison and County Councillor Lee.

**34. Declarations of Interest**

None.

**35. None Designated Heritage Criteria Presentation**

*(This agenda item was conducted before item 43 due to the delayed start to the meeting).* Megan gave a [presentation](#) to the meeting and then took questions.

**36. Approval of the minutes of the Parish Council meeting on 28<sup>th</sup> March 2022**

The Parish Council minutes were approved as accurate record and signed by the Chair. Proposer: D. Harrison, Seconder: M. Weale, RESOLVED unanimously.

**37. Councillors & Clerk Reports**

*Councillor Newton* – Reported that the Platinum Jubilee Event plans are moving forward well.

*Councillor Cullen* – Reported that he used the Parish Online program to plot the dog bins in the village – this can now be viewed on the Council's website. He will meet the Clerk to look at how else we can use this to help with the Parish Council's work. Suggested that we talk to Barratt David Wilson Homes about putting a dog bin in the new part of Fernwood at our next liaison meeting.

Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – Target date for completion: October 2022. Meeting due to be held with NSDC in May.	21/46c
Derry's woodland purchase – Last update from our solicitor was that we are awaiting a completion date from the seller's solicitor.	21/30 20/114g 21/125di
Trees – Awaiting date for tree surveys for the Village Hall and Dale Green. Contractor has been informed that we will require the tree work recommended for the woodland behind the nursery (once the land belongs to the Parish Council), so all this work is likely to be done together.	22/8dii - iv
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH which may help with clarifying who is responsible for the area in front of the substation.	21/87e
Townhill Square/Cormack Lane adoptions — BDWH have confirmed that Townhill Square has been adopted. We are awaiting an update on the adoption of the path at the end of Cormack Lane from NCC.	21/87h
Youth Initiative – Youth Club started on April 22 <sup>nd</sup> and went well. Recruitment is required to permanently fill some of the job roles – the recruitment process is underway and is being organised by Nottinghamshire Youth Services team and NCC HR.	21/127
<i>Antisocial Behaviour – Clerk work with Police and Antisocial behaviour officer to build a business case for more CCTV</i>	21/149
Radar speed signs on Goldstraw Lane/Dale Way – Cllr Lee has arranged a temporary solution which is now in place.	21/152
Meeting with local MP – This was requested on 9/2/22 (again) but so far no date has been offered. <i>Clerk to request again.</i>	21/154
Request for signage for Fernwood from the Balderton roundabout – Feedback from NCC - they don't want to do this at this time.	21/154
Coat of Arms – Councillors Smith and Harrison have visited the Nottinghamshire Archives to find the relevant information requested by the Herald for the granting of Arms. This has now been sent to the Herald and we are awaiting further feedback.	21/154
Jubilee Celebrations – plans are well underway for a community celebration on the evening of 2/6/22. We have applied for a road closure to keep everyone safe and are awaiting feedback. Event Management Plan being worked on. First advert was in the April Fernwood Gazette.	21/159
Construction traffic improved directional signage – still not in place but a planning application has been submitted.	
Water Tower, Goldstraw Lane –broken fencing to the rear of the tower was due to be fixed on 9/10 April but hasn't been done. The owner has been informed.	
Scrapyard – Feedback from Councillor Lee: The scrapyard is a complicated issue and has been passed over to officers I will be leaving this in the offices capable hands to look at resolving the issue if it falls in Nottinghamshire County Council's remit. I do not intend to give a running commentary of the works and once we have an outcome I will make the parish council aware. This is in hand you can leave it to the county council to resolve or to pass on to the relevant authority if it's not in our remit. <i>Clerk to write to Cllr Lee to ask NCC to confirm if it is their responsibility or not. Clerk to write to Robert Jenrick about the matter (as the land is owned by the Crown)</i>	22/6
NSDC/NCC/National Highways were sent a letter regarding the concerns regarding all the traffic works and the closure of Hollowdyke Lane – National Highways have responded to say the work is not in their remit. No official response from NSDC. Email from Councillor Lee – item 55a.	22/24

Ditches responsibility on Hollowdyke Lane – a note has been sent to NSDC regarding this and they have asked their solicitor to investigate this. No further feedback at this stage.	22/28f
Representatives from Fernwood Parish Council met with Barratt David Wilson Homes and Alison Homes staff at the end of March. They do plan to open some of the play equipment at the end of July but some of the equipment will be installed later in 2022. The construction is tending to move away from Fernwood Central now so the impact on residents should be minimal. Allison Homes first occupation date estimated September. They are constructing the roundabout at the edge of their site.	
Representatives from Fernwood Parish Council met the Construction Manager looking after the new services being built in Fernwood at the beginning of April. Information given: Drainage being done now,, Steel work will begin at the end of this month, Shop will be Budgens, Confirmed 12 electric charging spaces (6 double charging points). Roadworks: Site investigation works being done 19-23 April – may require lane closure on B6326 (over bridge area), road widening works due beginning of July (8-10 weeks) – this will require lane closure/traffic management on the B6326. Target Opening - end of September 2022.	22/20

### 38. County Councillor and District Councillors Reports

*District Councillor Mison* (message received before the meeting):The governance for NSDC is undergoing changes and the full governance structure will be announced in due course. Currently addressing an issue with the bin on Dale Way near the roundabout with Great North Road appears to be emptied and rubbish.

*District Councillor I. Walker* – reported that NSDC is working to help Ukrainian war zone victims.

*District Councillor K. Walker* – reported that NSDC are moving to a cabinet system. Also, suggested an officer at NCC who may be able to help with the scrapyard issue.

### 39. Finance

[Bank reconciliation](#) – noted.

Year to date income – noted.

Expenditure since last meeting under delegated powers/previously agreed expenditure was noted

Items of Expenditure considered

Expenditure	Budget Area	Total £	Decision
i. Parish Council Insurance	Insurance	289.68	Unanimously approved
ii. Fire Risk Assessment	Fire Risk Assessment	270.00	Unanimously approved
iii. Legionella Risk Assessment	Legionella prevention	474.00	Unanimously approved

- e. The Council unanimously agreed to the proposed changes to Council’s investment policy and to invest £500,000 into CCLA’s cash deposit fund once the expected Community Infrastructure Levy is received.

## 40. Planning and Licensing

### a. Planning applications considered:

<a href="#">22/00732/S73M</a>	Solar Farm the Grange Cotham Lane Hawton	Variation of conditions 2, 14 and 17 attached to planning permission 20/01432/S73M	The Council had no comments to send on this application.
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### b. The Council noted the following decisions made by Newark and Sherwood District Council:

21/02679/S73M	Field At Great North Road Fernwood	Application to vary condition 2 (approved plans) and approve details for conditions 7 (surface water drainage), 11 (foul water drainage), 18 (construction management plan), attached to planning permission 20/01177/FULM Proposed single petrol filling station forecourt building with associated drive thru, drive thru kiosk, 6no car pump islands, canopy, HGV fuelling, dedicated parking, and landscaping.	Grant Section 73 Major Applications
22/00245/FUL	Cowtham House A1 Fernwood to Balderton	Change of use of agricultural building to one dwelling.	Grant Full Planning Permission

## 41. Policy

*Current policy that was reviewed:*

### a. [Village Hall Environmental Policy](#)

The Councillors unanimously agreed to the suggested changes to the policy. Proposer: D. Harrison, Secunder: J. Weale

## 42. Discussion on what Fernwood Parish Council can do to help Ukrainian refugees

Councillor Micah offered to provide free English lessons. The Council agreed to offer free usage of Fernwood Village Hall for Ukrainian refugees to meet. *Clerk to make this offer to NSDC so that they can let Ukrainian refugees know and add a message to local social media if there are any residents of Fernwood helping refugees, so they know Fernwood Parish Council want to help.*

## 43. Correspondence

- Email from Cllr Lee regarding the Parish Council's letter raising concerns regarding Traffic Works and the Closure of Hollowdyke Lane - noted
- Email regarding Bantycok – Council to consider whether NCC should measure the vibrations – *Cllr Cullen is attending a liaison meeting w/c 2/5/22 so will see what is said about currently blasting. Clerk to respond.*

*The Council unanimously resolved to exclude the public and press. Proposer: R. Cullen, Secunder: H. Micah.*

## EXEMPT ITEMS

*Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972*

#### **44. Consideration of the Clerk's working hours and location of work arrangements**

The Council unanimously agreed to temporarily make the following changes to the clerk's contract:

- Working hours – increase to 37 hours (from 30 hours per week) – for 6 months
- Work location – work from home on Mondays and Fridays.

The Council unanimously agreed to revise the office opening days for 6 months and to begin recruitment for an administration assistant after the Platinum Jubilee Event with a view to having someone in post by September 2022.

Meeting closed at 21:35

**Next Meeting Monday 16<sup>th</sup> May, 7pm Fernwood Village Hall – This will be the Annual Parish Council meeting followed by the monthly Parish Council meeting.**

**Please note that the Annual Parish Meeting is a separate meeting which is being held on Wednesday 11<sup>th</sup> May at 7.30pm at Fernwood Village Hall**

DRAFT

Clerk's report	Ag Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – Target date for completion: October 2022. Meeting has been held with NSDC to discuss this and joint letter being worked on.	21/46c
Derry's woodland purchase – Still awaiting a completion date from the seller's solicitor.	21/30 20/114g 21/125di
Trees – Tree surveys for the Village Hall and Dale Green will be done on 11/5/22. A dead Elm tree will be removed from Dale Crescent Green on this date.	22/8dii - iv
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH which may help with clarifying who is responsible for the area in front of the substation.	21/87e
Townhill Square/Cormack Lane adoptions — BDWH have confirmed that Townhill Square has been adopted. NCC confirmed that the footpath at the end of Cormack Lane has been adopted.	21/87h
Youth Initiative – Youth Club has been well attended so far. Some concerns have been raised on local social media and these have been relayed to the Youth Services staff. A meeting has been arranged to see what can be done to help.	21/127
Antisocial Behaviour – Clerk has emailed the Police and Antisocial behaviour officer to see if they will help to build a business case for more CCTV	21/149
Meeting with local MP – has been booked for later this month.	21/154
Request for signage for Fernwood from the Balderton roundabout – NCC has now said they will install some directional signage for Fernwood which will be incorporated into the existing signage on the roundabout.	21/154
Coat of Arms – Fee has been sent and official request has sent to The Most Noble Edward William Duke of Norfolk Earl Marshal and Hereditary Marshal of England.	21/154
Jubilee Celebrations – Event Management Plan has been written and submitted although a few additions will be required. Leaflet drop to all homes in the Parish will be done w/c 16/5/22.	21/159
Construction traffic improved directional signage – still not in place but a planning application has been submitted. No further updates.	
Water Tower, Goldstraw Lane –broken fencing to the rear of the tower was due to be fixed on 9/10 April but hasn't been done. The owner has been informed.	22/6
Scrapyard – NCC has been asked to confirm if it is their responsibility or not. Clerk has not written to Robert Jenrick about the matter as Cllr Cullen has done some research and it would appear that the land is not owned by the Crown.	22/6
NSDC/NCC/National Highways were sent a letter regarding the concerns regarding all the traffic works and the closure of Hollowdyke Lane – When the Council met with NSDC this month, this was briefly discussed and it would appear if the Parish Council work with NSDC and NCC, we may be able to look at alternatives to closing Hollowdyke Lane.	22/24
Ditches responsibility on Hollowdyke Lane – a note has been sent to NSDC regarding this and they have asked their solicitor to investigate this. No further feedback at this stage.	22/16
Help for Ukrainian Refugees – NSDC have been contacted with the Parish Council's offer of assistance and a message has been added to local social media to reach out to families hosting refugees.	22/54
Bantycokk Blasting concerns – Cllr Cullen attended the latest liaison meeting on May 3 <sup>rd</sup> . It was reported that blasting is within accepted levels and regular monitoring is taking place. The following email address was given for residents with concerns <a href="mailto:planning.enforcement@nottsc.gov.uk">planning.enforcement@nottsc.gov.uk</a>	22/55b

**Bank Reconciliation**  
**Fernwood Parish Council**

**Period Ending** 30-Apr-22

**Prepared by:** *Marion Fox Geddard, Clerk*

**Date:** 03 May 2022

**Approved by:**

**Date:**

**Balance per bank statement as at 30-April-2022**

	£	Total £
TSB Current Account - Parish Council	£48,218.26	
TSB Reserve Account - Parish Council	£60,551.62	
Unity Trust - Parish Council	£12,298.06	
TSB Current Account - Village Hall	£1,680.76	
TSB Reserve Account - Village Hall	£7,185.72	
Unity Trust - Village Hall	£17,564.67	
Nationwide	£83,928.27	
Redwood	£85,000.00	
Virgin Money	£85,722.50	
Petty Cash	None held	
		<b>402,149.86</b>
<b>Less: any unpresented cheques/BACS payments at 30-April-2022</b>		<b>£0.00</b>
<b>Add: any unbanked cash / cleared cheques at 30-April-2022</b>		<b>£0.00</b>
<b>Net bank balances as at 30-April-2022</b>		<b><u>£402,149.86</u></b>

**The net balances reconcile to the Cash book (receipts and payments)**

**CASH BOOK**

Opening Balance	£368,022.85
Add: Receipts in the year	£47,195.36
Less: Payments in the year	£13,068.35

**Closing balance per cash book as at 30-April-2022** **£402,149.86**

**Ringfenced Amounts in the Parish Council Reserve Account/Nationwide**

CIL	£139,688.95
	<b><u>£139,688.95</u></b>

## Agenda Item 80 - Finance

Item 80  
b-d

b. Income 2022/23	£
Regular Hire	3,205.00
Other Hall Hire	569.00
Bar profits	0.00
CIL	0.00
Precept	40,474.50
Interest	70.08
Advertising income	0.00
Feed in tariff	
VAT reimbursement	2,614.78
Grants	400.00
Total	47,333.36

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
<b>Parish Council</b>					
	Salaries, HMRC, pension (May)			6304.91	BACS
Barry Smith	Councillors mileage/parking	39.55		39.55	BACS
Beaumont House	Parish Council events	100		100	BACS
BNP Paribas	Copiers and Copies	294.24	58.85	353.09	DD
Bounceabout	Parish Council events	380		380	BACS
Canva	Parish Council events	2.97		2.97	CARD
Derbyshire ALC	Training - Course	250		250	BACS
Hopkins Solicitors	Woodland purchase				
Marion Fox Goddard	Parish Council Staff Expenses	90.2		90.2	BACS
NSDC	Parish Council events	21		21	BACS
Post office	Postage	13.81		13.81	CARD
Zoom	Software/licences	11.99	2.40	14.39	CARD
<b>Village Hall</b>					
Brighter Bills	Utilities - Mobile Phones	30.58	6.12	36.70	DD
BT Business	Phone and broadband	142.35	28.47	170.82	DD
Crown	Utilities - Gas	252.72	12.64	265.36	DD
Ionos by 1&1	Email provider & domain	17.97	3.59	21.56	DD
RB Wholesale	Cleaning - Products	63.34	12.67	76.01s	DD
Water Plus	Utilities - Water	35.65		35.65	DD

### d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
i. Village Hall Insurance	Insurance	289.68	-	289.68
ii. Summer play sessions	Events	400.00		400.00

# Annual Internal Audit Report 2021/22

Fernwood Parish Council

WWW.fernwood-pc.co.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

\*\* no petty cash held

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 16/01/2022      08/05/2022  
 Name of person who carried out the internal audit: Belina Boyer

Signature of person who carried out the internal audit:       Date: 09/05/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**FINAL INTERNAL AUDIT REPORT TO THE MEMBERS OF  
FERNWOOD PARISH COUNCIL**

This final internal audit encompasses the financial records up to and including 31 March 2022.

The accounts are prepared on a receipts and payments basis.

The Council makes most payments by Direct Debit or BACS. The Unity Trust account requires two members to authorise.

All staff are paid by BACS, have contracts, are being paid above minimum wage levels and are taxed where appropriate. The Council are members of the Local Government Pension Scheme.

A further 3 transactions were spot checked. All sampled payments were supported by invoices and reported correctly.

An Excel spreadsheet ledger was found to be maintained and up to date. It was arithmetically correct.

The agendas are signed, informative and displayed with 3 clear days' notice. The meeting papers including items for payment are published online.

The minutes are informative and well written though somewhat extensive. Payments of a non-regular nature are minuted. The bank reconciliation is published as part of the minutes and gives the public a regular update on the council's financial position.

Section 137 payments have been identified in the cashbook.

An appropriate risk register has been maintained and there are risk assessments for various sites and activities.

The assets register does not provide sufficient detail. The Governance and Accountability for Smaller Authorities Practitioners Guide 2022-23

.57. The key information needed in the asset register is: date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments.

Belina Boyer FSLCC

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*E-mail: belinaboyer@outlook.com*

It should be noted that – generally speaking – the value of an asset for AGAR purposes remains the same over time, whilst for insurance purposes values tend to be adjusted annually.

There are numerous examples of asset registers available online. For convenience two samples from the SLCC website have been attached.

I note that the council is planning some building work at the Village Hall. The Council should seek professional advice on VAT implications for extensive building work.

Finally, may I thank the Clerk for her assistance and co-operation during this internal audit.



Belina Boyer FSLCC  
Tuesday, 10 May 2022

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Fernwood Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.fernwood-pc.co.uk](http://www.fernwood-pc.co.uk)

Section 2 – Accounting Statements 2021/22 for

Fernwood Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	116,643	324,565	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	70,008	71,619	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	226,656	102,909	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	54,145	57,097	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	34,598	73,973	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	324,565	368,023	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	324,565	368,023	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	98,840	1,108,556	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*M. H. Goddard*

Date

*10/05/22*

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Explanation of variances – pro forma

Name of smaller authority: **Fernwood Parish Council**  
 County area (local councils, and parish meetings only):

Insert figures from Section 2 of the AGAR in all **Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/levies & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	118,643	324,565					
2 Precept or Rates and Levies	79,005	71,519	1,611	2.30%	NO		
3 Total Other Receipts	226,656	102,909	-123,747	54.60%	YES		In 2020/21 we received £192,320 of community infrastructure levy and £20,269 of Covid grants and only £7065 hall income rental due to covid. In 2021/22, we received £59,616 of CIL, no covid grants and hall income was back up to £27,982. We also received £10,100 worth of grants for our new Youth Club in 2021/22. The majority of the variance is due to differing levels of CIL receipts.
4 Staff Costs	54,145	57,097	2,952	5.45%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	34,598	73,973	39,375	113.81%	YES		In 2021/22, the Parish Council invested in a new Youth Services (£14,486), sent funds to our solicitor for the purchase of some woodland (£19,000) and had high levels of legal fees due to the woodland acquisition and the transfer of ownership of the Village Hall to Fernwood Parish Council from Newark and Sherwood District Council (£5522). These items explain the significant variance between 2020/21 and 2021/22 expenditure.
7 Balances Carried Forward	324,564	368,023				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	324,565	368,023				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	99,840	1,108,556	1,009,716	1021.57%	YES		The Parish Council took ownership of Fernwood Village Hall for £1. The value of the hall is £1038,092, which significantly increases the total value of our assets.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**Explanation for 'high' reserves**

(Please complete the highlighted boxes.)  
 Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
<b>Earmarked reserves:</b>			
Community Infrastructure Levy			
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			217553
			217553
<b>General reserve</b>		150470	
<b>Total reserves (must agree to Box 7)</b>		<u>150470</u>	<u>368023</u>

The Parish has received £251,936 of Community Infrastructure Levy over the last 2 financial years. We have used some of this to start a new youth service in the parish and buy some woodland. This will be used for the maintenance of open spaces in the 2 new developments in the Parish going forward. Also for the improvement of some woodland the Parish Council is about to take ownership of (remedial work to lights/path estimated cost up to £22,000, tree work £7000). We are still in negotiations with a developer and the local district council regarding taking ownership of a significant amount of open space in the village. Once we have ownership of the open spaces, we envisage delivery of a new play park so although we do not have precise figures, a significant amount of the CL will be used. The Parish Council also has the following projects underway which will use this funding and some of the Council's general reserve:

- Coat of Arms and Welcome to Fernwood signage provision
- extending the village hall

## Strategic Plan

June 2017 – May 2022

Updated February 21<sup>st</sup> 2021

### MISSION STATEMENT

Fernwood Parish Council is fully committed to protect and enhance the community within the parish. As members of the National Association of Local Councils, we will seek professional advice and guidance where necessary so ensuring that as a Council we provide the best possible service to our community.

Fernwood Parish Council pledges to:

1. Work with residents and organisations to enhance the life of our community and improve facilities in our area.
2. Work closely with Nottinghamshire County Council, Newark and Sherwood District Council and any other agencies making plans for the area, on all plans for the Parish; Carefully monitor applications/plans to ensure that they reflect the principles contained within the Parish Neighbourhood Plan and Adopted Core Strategy and the safety of people in the Parish is being considered.
3. Actively pursue and widely promote the Parish Council's plan to have ownership of the open spaces in Fernwood.
4. Encouraging appropriate development within the settlement boundary that enhances our community and economic vibrancy.
5. Actively challenge all planning applications made by development companies that include the implementation or use of management companies and work with the District Council and developers to make alternative arrangements on agreed developments.
6. Campaign for the rights of Freeholders to have the same rights under the Law as Leaseholders on a managed estate.
7. Actively engage with all stakeholders to understand their views, their needs and their aspirations for the Parish of Fernwood.
8. Work with Fernwood parish residents, local businesses and the police to ensure the village is safe and all threats to public safety identified and acted upon thus promoting a safer community.
9. Continue to develop good working relationships with Parish Councils in neighbouring communities with a view to sharing of information and liaising on matters of mutual concern.
10. Take ownership of the village hall and develop this as a community hub of the Parish.
11. Effectively communicate Parish Council work through the Fernwood Gazette, Parish Council webpage and social media.

## Fernwood Parish Council Tree Management Policy

Council to consider whether to adopt this policy on May 16<sup>th</sup>, 2022

### 1. Introduction

Trees are a highly valued feature of the parish of Fernwood; they make an enormous contribution to the character and beauty of our landscape and create /maintain environments rich in biodiversity. Fernwood Parish Council values its trees and recognises both the human and environmental benefits of having a healthy and sustainable tree population.

We also recognise that although trees are a positive feature, they can be the cause of a range of problems, from being a nuisance or inconvenience to potentially causing serious injury or even death. As a tree owner we have a direct responsibility for ensuring our trees do not pose a danger to the public or property and are managed appropriately. This policy sets out Fernwood Parish Council's approach to tree management.

We aim to inspect our tree stock at an appropriate frequency, depending upon number of pedestrians, vehicles and other targets either passing beneath or within falling distance of the tree, to ensure continued public safety. Following inspection, the trees will be assigned a risk classification which will inform their prioritisation for maintenance works.

### 2. Policy scope

This policy applies to all trees under Fernwood Parish Council ownership/management, regardless of their location.

Set out below is an overview of responsibility for tree related issues which are not specifically managed by Fernwood Parish Council.

Newark and Sherwood District Council (NSDC) administer Tree Preservation Orders, Conservation Areas, Hedgerow Regulations, and planning applications relating to trees. The [NSDC website](#) also has guidance on how to deal with to dangerous trees in private ownership (email: [customerservices@newark-sherwooddc.gov.uk](mailto:customerservices@newark-sherwooddc.gov.uk) . Telephone no. 01636 650000).

Trees growing on land which forms part of the adopted highway are the responsibility of the Highways Authority, Nottinghamshire County Council. (Telephone no. 0300 500 8080 Website: <https://www.nottinghamshire.gov.uk/>).

Trees on land owned by Barratt David Wilson Homes are looked after by FirstPort. There are contact details on the [FirstPort website](#) but if residents require the local manager's details, these can be requested through the Parish Council.

Tree owners are directed to the Arboricultural Association's list of approved contractors and consultants (<https://www.trees.org.uk/>).

Although we believe this policy to be as comprehensive as possible, we acknowledge it does not cover every situation. FPC reserve the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its residents.

### 3. The importance of trees in the urban and rural landscape

Trees are important features in the landscape. They help to create an attractive environment, making the Parish a better place to live, work, study, and visit. They bring colour and contrast, give privacy

and soften the hard lines of streets and landscapes. Not only do trees have a visual quality, but they also enhance the environment in less obvious ways:

- they improve air quality by filtering airborne dust, smoke, and fumes;
- they absorb traffic noise in built-up areas and can help limit noise pollution;
- they reduce temperature extremes by providing shelter in hot weather and insulation in cold weather; trees adjacent to buildings can reduce air conditioning and heating costs;
- they act as a screen, increasing privacy in residential roads and gardens;
- they convert carbon dioxide to oxygen, increasing the quality of the air locally and helping to reduce the 'greenhouse effect';
- they provide food and habitat for birds and other wildlife, thus supporting nature conservation value and biodiversity;
- research has shown that trees provide many psychological and health benefits and have been shown to reduce stress significantly.

#### **4. Trees on Fernwood Parish Council owned/managed land**

The Council has discretionary power to provide and maintain trees on open spaces and amenity land under the Open Space Act 1906. As such we have a responsibility to maintain trees within our ownership/management to ensure they are in a safe condition and not causing an unreasonable danger or actionable nuisance. All enquiries regarding trees on Fernwood Parish Council land should be directed to the Council by email: [office@fernwood-pc.co.uk](mailto:office@fernwood-pc.co.uk), phone: 01636 613024. or via our website: [www.fernwood-pc.co.uk](http://www.fernwood-pc.co.uk).

##### *4.1 Inspection of trees*

4.1.1 Informal observations – undertaken by people with good local knowledge and familiarity with local trees who are not tree specialists. Informal inspections are on-going, a part of daily life.

4.1.2 Formal observations – the inspection is not incidental to other activities, ground level checks to identify immediate instability, uprooting or other structural failure. Undertaken by people without tree related qualifications but do have a general knowledge of trees and the ability to recognise normal and abnormal appearance and growth for example fractured branches, rocking root plate. Frequency is determined by prioritising by risk, the decision is the judgement of Parish Council staff applying sensible reasonable behaviour. Appendix 1 contains details of how often formal observations will be carried out.

4.1.3 Detailed inspection – should be applied to individual, high value trees with high-priority concern in well-used areas. Carried out by a competent specialist and usually applied to trees valued for their heritage, amenity or habitat and those suspected of posing a high level of risk. Appendix 2 contains details of regularity of tree inspections in areas that the Parish Council owns.

##### *4.2 Tree maintenance*

Our tree maintenance work will be conducted because of information gathered during pro-active tree inspections. However, reactionary tree maintenance will always form a key element of overall tree maintenance operations and normally originates from the following:

- programmed and routine inspections by a qualified tree inspector/consultant.
- ad-hoc inspections by the Caretaker and Maintenance Operative following enquiries, reports, and service requests;
- reports from residents;

- enquires from County, District and Parish Councillors;
- reports from utility companies;
- cyclic maintenance;
- emergency works (e.g., resulting from high winds).

The following categories will be used when prioritising tree works:

Priority	Response
Priority 1: Urgent Public Safety	From within 24 hours to one week depending upon the risk
Priority 2: Non-urgent but essential work	Between 1 to 6 months depending upon risk and time of year
Priority 3: Desirable	12 months where possible
Non-priority	No action proposed

A tree could warrant immediate attention if, for example:

- it has snapped or blown over;
- it is rocking (roots are damaged);
- it is uprooted but held up by another tree or building;
- a large branch has broken off or is hanging off the tree;
- it or its branch is blocking the road or footpath;
- it or its branch is blocking access to property;
- it has fallen on to a structure, such as a building or car.

A tree may be a risk to people or property but does not require immediate attention if: for example

- it is dead;
- it is dying (few leaves in summer or dieback in the crown);
- its bark is loose and falling off;
- mushrooms or fungi are growing on or near the tree;
- old splits and cracks are in the trunk or large branches;
- smaller branches or twigs are falling from the tree.

Trees will be made safe via pruning or felling, and we would use the most cost effective approach. However, for certain high value trees we would consider other options to reduce the risk to an acceptable level. This would include options to reduce the likelihood of the tree failing or the likelihood of persons being close to the tree if it did fail.

## 5. Publicising tree felling / pruning

Where works are minor such as pruning (including repeat cyclical pruning of trees) or involve removing trees that are less than 15 cm diameter (6 inches) at a height of 1.3 metres, we will not publicise the works.

Where works are more impacting, for example, felling larger trees, carrying out works to a veteran tree or a tree with a Tree Protection Order (TPO), we will erect an informative site notice on or very close to the affected tree. If more than one tree at the same location is affected it may be more appropriate to erect a site notice including a map / schedule.

Where a competent officer has determined that the tree should be felled on public safety grounds there will be no public consultation and no right of objection.

## **6. Dealing with tree care**

To ensure that requests for works to trees are dealt with efficiently, consistently, and fairly, our policy in relation to the more common types of requests is outlined below.

### *6.1 Obstructing / Overhanging Tree Branches*

Tree branches can cause obstructions to public footpaths, roadways / signs, streetlights, and open spaces. Appropriate pruning to eliminate hazards caused by obstructive branches will normally be acceptable, providing efforts are made to retain the shape of the tree.

We will undertake work to trees in Council ownership / management to maintain a minimum 5 metres clearance over roads and 2.4 metres over formal footpaths.

We will not prune trees that overhang neighbouring properties unless the trees are dangerous or causing an actionable nuisance (i.e., touching the walls, roofs, windows, gutters, garage etc). This will ensure that damage to property such as aerials, tiles or gutters is avoided.

Adjacent Landowners do have a common law right to prune back tree branches to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a Tree Preservation Order (TPO) or situated within a Conservation Area.

### *6.2 Shading and Loss of Light*

Trees are often perceived to block light to nearby properties. However, pruning or removal of trees will often have a negligible impact on the amount of light reaching a house or garden. Therefore, tree works to improve light levels will not normally be considered.

Where elderly, infirm, or disabled persons who spend a significant amount of time within their home are affected by loss of light, or it can be established that the presence of trees is detrimental to the health of such residents, further consideration will be given to the management approach to trees. This consideration will also take into account the quality and importance of the tree in question, as well as the benefits to the wider community.

### *6.3 Loss of View*

Trees will only be pruned or removed to restore views when necessary to retain important public viewpoints or there is potential to bring about significant public benefit and/or enhance the local landscape or townscape. Historical records may be used to determine the level of management required. Pruning of trees for highway sight-line requirements will be dealt with on a case by case basis.

### *6.4 Trees affecting reception (Television / Satellite / Solar Panels)*

Pruning in the short term may help improve television reception. However, in the long term the flush of quick, extra growth associated with pruning can exacerbate the problem. In most cases the

problem can be resolved by relocating the aerial or satellite dish, or alternatively using a booster. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning of trees to enable a clear television reception would only be considered in exceptional circumstances.

Similarly, we will not prune or fell a tree in our ownership / management to improve natural light to a solar panel. Whilst we recognise the need for renewable energy sources, trees are also important in tackling climate change.

### *6.5 Overhead Cables / Telephone Wires*

Utility companies have certain legal rights to carry out works to public or privately owned trees to address health and safety problems and to maintain a clearance between trees and their apparatus to ensure continuity of supply. This may sometimes involve the loss of trees. Where works to trees are necessary as a result of proximity or conflict, we will encourage utility operators to adopt the most appropriate long term solution, giving consideration to tree health, local tree cover and visual amenity.

Problems caused by branches interfering with privately owned telephone wires can usually be eliminated through appropriate pruning and tree removal would not usually be considered.

We will not prune or fell a tree in our ownership / management to prevent or reduce interference with telephone wires. We would recommend contacting the telephone service provider in such circumstances.

### *6.6 General / Minor Nuisances*

We will not fell or prune trees solely to alleviate problems caused by natural and/or seasonal phenomena, which are largely outside of our control. There are a variety of potential nuisances associated with trees, most of which are minor or seasonal and considered to be normal and acceptable consequences of living near trees. Examples of such problems are:

- falling leaves, sap, blossom, fruit, nuts, bird, and insect droppings;
- insects associated with trees (spiders, wasps, flies etc);
- reduction or increase of moisture to gardens;
- suckers or germinating seedlings in gardens;
- leaves falling into gutters, drains or onto flat roofs;
- the build-up of algae on fences, paths, or other structures.

Clearing of leaves from gutters and pathways and weeding of set seeds are considered to be normal routine seasonal maintenance which property owners are expected to carry out.

Falling leaves, sap, blossom, fruit, nuts, bird, and insect droppings are not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with these issues alone.

We would not normally prune or fell a tree under our ownership / management that bears poisonous fruit / foliage (such as laburnum or yew).

However, where it is known that unsupervised young children are likely to be exposed to berries or foliage that will make them ill if eaten, we will investigate and take action, where appropriate.

### *6.7 Trees considered too big / too tall*

We will not prune or fell a tree under council ownership / management because it is considered to be 'too big' or 'too tall' for its surroundings. Trees grow adaptively to support themselves in relation to their surroundings and the typical loads they can be expected to experience. Trying to contain trees to a specific size is only a suitable management regime for certain species in specific circumstances (i.e., pollarding).

This process is initiated 'soon after (a) tree is established' and 'larger trees should not normally be treated in this way' (BS3998: 2010 Tree work – Recommendations). 'Crown reduction' can also be used to allow the retention of an important tree with structural defects, trees which cause an obstruction or trees which are likely to cause structural damage to property which would otherwise need to be removed. In all other situations, reducing the size of a trees crown is not considered appropriate.

### *6.8 Personal Medical Complaint*

We will normally not prune or fell a tree under our ownership/management where a request has been made to do so because of a personal medical complaint. However, where it can be established that the presence of a tree is causing a detriment to the health of residents further consideration will be given to the management approach of trees.

### *6.9 Ivy*

Ivy (*Hedera helix*) is a native species which provides important habitat to a wide range of wildlife, especially as an important source of food and cover for birds. Ivy often grows on tree stems and branches and can restrict the full structural assessment of a tree. It is rarely a significant threat to healthy trees.

Ivy will be severed at the base of relevant trees where it restricts the full assessment of parts where a significant defect is suspected, or where ivy growth is so prolific it increases the sail area or affects the growth of the inner crown of a tree to an unacceptable level.

Once severed, ivy will be left in situ to die back. This will reduce the impact of any loss of cover/habitat to local biodiversity and will help prevent sun damage to newly exposed parts of the tree.

## 7. Damage and tree roots

Many tree conflicts arise because of the presence of tree roots and the perception that they are causing damage. Where damage is alleged, each complaint will be investigated on an individual basis. The following guidance will be used in assessing levels of nuisance and identifying appropriate action.

Root invasion in gardens; tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Landowners do have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a Tree Preservation Order (TPO) or situated within a Conservation Area.

Most species of deciduous tree will re-sprout from the stump when cut down. Many species will produce a new growth shoot from a root if it becomes exposed to sunlight through ground erosion. Some species readily produce shoots from their buried roots as a way to regenerate and this is often stimulated by stresses, such as heavy pruning or felling. Numerous tree species (including Cherry and Poplar) are therefore likely to produce vigorous root suckers as a response to being felled. Poisoning a stump to prevent such suckering is not always successful since application of herbicide onto a stump face often only affects the stump and the upper roots.

Tree felling or branch pruning in response to root invasion in gardens would not normally be appropriate, as such works are likely to worsen existing problems. The pure encroachment of roots into adjoining land is not considered to amount to actionable nuisance.

### 7.1 *Damage to walls and fences*

It is often possible to rebuild or repair garden walls and fences to take account of adjacent trees. This can be achieved in a number of ways (for example installing a section of railing or bridging foundations around the base of a tree). Therefore, where trees are considered to be causing damage to walls or fences, we will only consider tree removal if the walls or fence is irreplaceable and of exceptional importance e.g., a retaining wall or of historical interest, or if there is a risk to public health in leaving the tree which cannot otherwise be mitigated. If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account.

### 7.2 *Damage to paths*

It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude they can be root pruned, or the path re-laid around the tree with flexible materials such as asphalt to provide a smooth surface. Where trees are considered to be causing damage to paths or footpaths, we will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

### 7.3 *Damage to drains or water pipes*

There is no evidence to suggest that the tree roots can actively penetrate an intact pipe or drain, but they can find their way into drains by any existing fault and increase damage. In these situations, the owner of the drain should seek to get the drain repaired at their own expense. Tree removal will not normally be considered.

## **7.4 Trip Hazards**

We will make safe an unacceptable trip hazard in a street, road or highway which is caused by a tree in our ownership / management.

## **7.5 Installation of drop kerbs**

We will consider felling or pruning the roots of a tree under our ownership / management to allow the installation of a drop kerb. Each case will be considered on an individual basis.

## **8. Protected trees**

### **8.1 Tree Preservation Orders (TPOs)**

A TPO is a legal document made, administered, and enforced by the local planning authority, to protect specified trees and woodlands with public amenity value.

A TPO prevents cutting down, uprooting, topping, lopping, wilful damage or destruction of trees (including cutting roots) without permission.

Fernwood Parish Council recognises its responsibilities in regard to its trees that are protected by TPOs.

## **9. Other factors constraining work to trees**

### **9.1 Birds**

Under the Wildlife & Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non-urgent major tree work involving tree removal / reduction and hedge cutting operations should not normally be undertaken during bird nesting / breeding season, which is considered to be from 1st March to 31st July.

### **9.2 Bats**

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting / nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

### **9.3 Restrictive Covenants**

Occasionally, restrictive covenants attached to the deeds for a property may restrict what work can be undertaken to trees.

## **10. Vandalism and damage to Council owned/managed trees**

Vandalism is an increasing pressure on trees. Usually, it is young newly planted trees that are damaged; however, mature trees are often damaged too. There are various ways in which vandalism can be counteracted, but none of these is 100% effective against determined attack.

The main methods of deterring vandals are to plant large numbers of very young trees, known as whips, or to plant larger robust trees depending on the site. Another method is to put guards or fencing around trees, but these have to be large enough and strong enough to offer real protection.

This latter approach tends to be the most expensive method and only appropriate in very high profile positions. In the long run, increasing environmental awareness within schools and communities should help reduce vandalism. We will investigate any reports of vandalism / damage to trees in our ownership / management and try to repair any damage where we can.

Where possible, we will take legal action against the person(s) causing the damage.

## **11. Tree pruning techniques and who carries out the work**

Fernwood Parish Council will seek to ensure that tree works are carried out to the highest standards. In carrying out tree works, we and any third party working on trees over which we have a responsibility, will ensure that pruning conserves the overall amenity value, form and shape of the tree and all tree works must be carried out in accordance with British Standard 3998 – Recommendations for Tree Work. Particular pruning specifications may or may not be appropriate for trees of different ages, species, health and condition, or even between trees of the same species depending on their condition, age and environment. Clear and acceptable pruning objectives are necessary in advance of approval of a pruning specification.

### *11.1 Stump Grinding*

Stump grinding is the practice of removing a tree stump to below ground level by mechanical means. We will carry out stump grinding where necessary to enable new trees to be planted or to remove a significant hazard. Where stump removal is not necessary tree stumps will be removed close to ground level so as not to leave a trip hazard.

## **12. Protection and Enforcement**

FPC will adopt a robust approach to damage to its property. Where FPC trees are felled or damaged without prior consent the matter will be referred to the police. Civil action will be considered to recover compensation for the loss of the tree and/or any remedial works including replanting with a suitable replacement, and aftercare. Accepted tree valuation methods will be applied, where appropriate, to establish a monetary value of the tree/s. Officer time investigating damage may also be incorporated in any claim.

FPC will also consider the use of Tree Preservation Orders in conjunction with the Local Planning Authority (NSDC) to increase the legal protection afforded to specific trees or woodlands which are considered to be under threat. Where damage is caused to a tree which is protected by a Tree Preservation Order, the Council will consider prosecution.

## **13. Tree Planting**

The principle aim of new planting will be to maintain and increase tree cover within the parish and to achieve a robust and diverse tree population, well suited to the planting location and able to meet the challenges of a changing climate and pests and disease, whilst maximising amenity, biodiversity, and other tree related benefits.

All new tree planting will utilise high quality, disease free planting stock from reputable suppliers grown to British Standard 3936.

Planting will be undertaken following the principles set out in the British Standard 8545 (2014) Trees: From Nursery to Independence in the Landscape – Recommendations.

FPC recognises the contribution of native species to biodiversity and also to the character of the area, however this must be considered in tandem with the predicted impacts of climate change.

The ultimate aim will be a robust tree stock of varied age distribution and a wide range of appropriate species and genetic material.

FPC will explore options relating to the provenance of trees (both in terms of origin of seed and all parts of the growing process) and will look for opportunities to support those suppliers who grow high quality, disease free trees which are likely to be suitable for the future. This will help to reduce risks associated with the importation of trees and soil which are a significant source of pests and disease which threaten UK trees.

FPC will investigate the potential to source trees which meet this criterion and will support and work with those suppliers who can help achieve this goal.

Trees will be selected which will be specifically suited to their location for the long term and will minimise future conflicts.

There will be an overriding bias towards the planting of larger species of tree which provide correspondingly greater benefits, however smaller species will be considered where appropriate, including the potential creation of community orchards where there is local support and suitable sites available.

FPC is committed to replanting trees following a tree removal. Wherever possible at least one replacement tree will be planted for each tree removed. Where, due to location or other issue this is not appropriate, FPC will seek to plant at least one tree on land which it manages in the vicinity so the tree cover in the local area is not diminished.

#### **14. Aftercare**

Good aftercare for 2-3 years after planting is essential to ensure that the investment in trees is not wasted; this is particularly true for larger 'standard' trees. Aftercare of trees can be time consuming and expensive.

FPC will actively seek to involve the local community to help with watering and aftercare of newly planted trees (also giving them a vested interest in the future health of the tree). The Parish Council's in staff will undertake the required watering of the new planted trees; however, in certain circumstances a contractor will also be employed to water trees on a regular basis.

FPC will seek to plant tree stock, where possible, which has a lower aftercare requirement, increasing the cost effectiveness of planting schemes.

#### **15. Managing Trees Sustainably**

Arisings from FPC tree works which are used within the Parish, are typically left on site as habitat.

#### **Appendix 1: Formal Observations**

Formal observations will be made on the Council's tree's once a month and after storms. A record will be kept of the inspection but a record every tree inspected will not be kept. Records will include the date of the inspection, who carried out the inspection and details of trees requiring treatment and presenting a serious risk. Actions taken will be recorded.

## Appendix 2: Schedule for Professional Tree Surveys

<b>Area</b>	<b>Survey regularity</b>	<b>Last Survey Completed</b>	<b>Next Survey Due/Booked for</b>
<b>Dale Crescent</b>	Every 18-24 months	22/12/20	Booked for 11/5/22
<b>Village Hall Garden</b>	Every 18-24 months	22/12/20	Booked for 11/5/22
<b>Woodland behind the nursery</b>	Every 18 months	13/11/20	Overdue – awaiting land transfer