



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 18th September, 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 12th September, 2023

A G E N D A

141. Declarations of any intentions to record the meeting
142. Apologies for absence
143. Declarations of interest
144. 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.***
145. Approval of the minutes of Parish Council meeting held on 17th July 2023
146. Approval of the minutes of the Extraordinary Parish Council meeting held on 9th August 2023
147. Councillors' & Clerk's reports
148. District Councillors' reports
149. Finance
 - a. Bank reconciliations for July and 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. Items of expenditure for consideration
 - i. Tree Survey Costall Woods
 - ii. Fencing around wildlife garden and woodpiles in Costall Woods
 - iii. Monthly fees for Hugofox
 - iv. Training
 - v. Wiring for the emersion heater in the new hot water cylinder
 - vi. Consider request to add VAT to amount payable to 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.
 - f. To note the conclusion of external audit for the year ended 31 March 2022.
 - g. To note the dates for the external audit for this financial and consideration of whether to move to .gov.uk email addresses.

h. To note the draft minutes from the August 2023 meeting regarding council's decision 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. See also 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 investment account by the end of October 2023.

151. To agree to outsource payroll for Fernwood Parish Council to an external provider

152. To agree appointment of Acting Parish Clerk

153. To agree Gazette printing costs of £505 for Autumn edition, due to be distributed end of October

154. Planning

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

Application number including hyperlink to documents section of application	Address where application applies to	Brief summary of application to be considered.

b. To note the following decisions made by Newark and Sherwood District Council

--	--	--	--

155. Policy - *Documentation to be reviewed:*

- a. Standing orders
- b. Policy review schedule

156. Internal Audit Review

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

158. Village Hall - To consider the Christmas Closure period

159. 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 to submit a planning application or not to proceed and, if so what the next steps will be.

160. To note that the remedial work for the double walker at Dale Green has been completed

161. To discuss the plans for CCTV over the park and down Rubys Walk

162. Correspondence

- a. Email regarding rumble strips
- b. Email requesting donation to the Lancaster Bomber
- c. Email about the feasibility of keeping Hollowdyke Lane open
- d. Email regarding N&SDC's Allocations and Development Management Development 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
- g. Email regarding concerns over lack of a doctors' surgery in Newark

h. Winter Service 2023/2024 - Offers to Assistance to Parish Council

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

164. To consider community litter pick with members of the community and ask councillors also to attend to support – Suggest Sunday 29th October for the first one



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 17th July 2023 at 7pm
at Fernwood Village Hall

Present: Parish Councillors: David Mack, Ian McGregor, Neill Mison (Chair), Kimberley Shepherd (Vice-chair), Jim Weale, and Mollie Weale

Clerk: Marion Fox Goddard

Residents/Public 8 Fernwood residents (left at various points during the meeting)

Newark & Sherwood District Councillors Neil Allen, Simon Haynes, Jack Kellas (left after item 126)

Agenda, reports and accompanying information for this meeting is available on the Council's website here: [Agenda pack for this meeting](#)

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

The meeting was recorded by the Clerk.

121. Apologies for absence - Parish Councillor Leigh Rixon.

122. Declarations of Interest - None.

123. Public Forum (*During this item, it was resolved to extend the public forum due to the number of residents wishing to raise issues*).

- a. A resident raised concerns regarding parked cars on Goldstraw Lane/Dale Way opposite the Phoenix Road junction. The resident had been told the issue had not been raised with Via/NCC. The parish council has raised the issue with Via so it was agreed a reminder will be sent again. *Councillors to keep resident updated.*
- b. A resident raised various concerns regarding the plan to place an interactive speed sign which is planned for Dale Way – see item 131. Another resident concurred and detailed that boy racers are an issue in Fernwood (next item).

- c. A resident reported that children wrecking the trees (2) and damaging cars whilst playing football at Dale Crescent. It was recommended the antisocial behaviour team at N&SDC. The need to report issues was discussed. *Clerk to send ASB team details to resident, get the tree checked and send a letter to residents around the green about the issue.*
- d. A resident asked what the council's policy on the FirstPort maintenance charge is, his main issue is fees for changing mortgages. Grounds maintenance staff are doing a fantastic job. Councillors explained that the strategy was due to be discussed later on the agenda, but it is early days, and the council needs to investigate what can be done.

The chairman pulled forward item 131.

131. Consideration of residents' feedback on the interactive speed camera on Dale Way and how to proceed, possibly considering alternatives

The Council unanimously agreed to the following:

- not to proceed with the interactive speed sign on Dale Way.
- look at alternative measures to encourage traffic to slow down on Dale Way and Goldstraw Lane.

124. Approval of the minutes of the Parish Council meeting on 19th June 2023

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

125. Councillors' and Clerk's Report

Cllr Mison – Detailed that he and some of his fellow councillors have completed new councillor training. He has also received a request for a donation for the Bomber County Gateway Trust. This will be added to the September agenda for consideration.

July Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood – our solicitor has met BDWH and is awaiting paperwork	21/46c 23/37
CCTV for Rubys Walk and Over park off Rubys Avenue – Still awaiting formal quote from N&SDC – they will get this to us as soon as possible but cannot confirm when this will be.	22/113
Hollowdyke Lane – Email has been sent to Via to request that the missing signage is replaced. No feedback received to date.	22/24, 139 & 153 23/17, 31,114
Interactive Speed Sign on Dale Way – See item 131 – residents living close to the location of the proposed sign were contacted by the clerk on behalf of FPC after the last meeting. Their feedback has been shared with the council and this has been added to the July agenda for the council to discuss now that they have the feedback. A purchase order has not been sent.	22/114
Community Infrastructure Levy (CIL) Consultation results – See item 129a	22/163f
Woodland Update - Costall Woods – Wildlife Garden – See item 133. Cllrs Mack and Rixon and I met with N&SDC to discuss the progress with the wildlife garden and concerns regarding its current state. The councillors have agreed to brief the rest of the council during the meeting on 17/7/23 including communications on this area.	23/34
Rumble Strips Replacement – Following the last meeting, I have requested a quote for the work from Via East Midlands including a request for alternative speed reduction options detailed on NCC's website to be quoted for. I have written to residents being disturbed by the strips and advised them to contact Via East Midlands directly.	23/17a 23/24 23/44 23/115

July Clerk's report	Agenda Item
<p>Double Yellow Lines Ruby Avenue – (As last month) Via/NCC consultation ended on 10/3/23. A Via officer had advised 'Objections have been received for this scheme to which a report will be submitted to NCC to the Cabinet Member for the Environment for their adjudication.' The Traffic Regulation Order no longer appears on NCC's website. The officer who was dealing with the consultation has said it is still going through the objection procedure. No further updates have been received.</p>	23/28
<p>Village Hall: Extension Investigations – Parking survey was conducted from May 11th to 15th. We have a draft transport statement from the contractor – see item 132d. Cellar Cooler has now been installed. Canvases: Fernwood Community Church have agreed to send some photos. See item 132. Village Hall Fencing (being replaced due to poor condition of current fencing) – Lawful Development Certificate has been issued by N&SDC. To be completed in September (taking 5-6 days for completion).</p>	23/45c
<p>Community Event – Draft Event Management Plan has been submitted. Further planning meeting held. Plans coming along nicely. Entertainment Temporary Event Notice has been received. Scarecrow competition planned. Extra food providers found.</p>	23/45c
<p>Public transport to/from Fernwood – No feedback has been received following the letter that was been sent to NCC's portfolio holder for public transport (21/4/23) and a recent consultation by NCC. See strategy – item 129a.</p>	23/51a
<p>Training and Development – Some councillors attended N&SDC planning training –Cllrs Mack, Mison, Rixon, Shepherd have attended NALC new councillor training.</p>	23/66
<p>Barratt David Wilson Homes Development: Liaison meeting held at the end of June. Since the meeting, our contact has reported that regarding Phoenix Park/Public open space - timber bollards to the perimeter of the POS are on order and will be installed soon. They are organising new signs for the park. An ACO drain has been installed across the path where the water was collecting. Cllr Shepherd has agreed to check whether this is working when we have a lot of rain (and to collect photos/data if not).</p> <p>I have checked with N&SDC's planning enforcement and they have confirmed that they are still happy for residents to continue to report any breaches of the planning condition of construction traffic coming through the village rather than using Hollowdyke Lane to the parish council office so details can be sent to the developer to tackle with any of their contractors where we have proof that they have come through Dale Way or Goldstraw Lane. A spread sheet is kept and if there is a rise in breaches this will be raised with planning enforcement so this can be tackled. Numbers of reports have been very low recently.</p> <p>Residents are asked to send evidence date/time/company/load details/photo if possible so BDWH can tackle this quickly.</p>	
<p>Dale Crescent – Pipe detailed in the last meeting has been investigated by the water company – it was a metal stake. Awaiting contractor to come to weed the flower/shrub bed as agreed. Note has been sent to residents concerned regarding ball games as agreed.</p>	23/112
<p>Grants/Carers' Group – Funding has been sent to the pétanque group so they can resurface their piste. Free usage of the hall for the new carers group will commence on 26/7/23.</p>	23/115 &116
<p>Allison Homes Legal work – Instruction has been sent to our solicitor as agreed.</p>	23/118

126. District Councillors Reports

Cllr Haynes detailed there has been a change in the governance arrangements at N&SDC with an increase in the number of cabinet roles. Cllr Kellas detailed that he had attended the Policy & Performance Improvement Committee. Cllr Allen had attended the licensing committee. The full

council is due to meet on 18 July, with motions to how councillors engage with officers going forward and the overview and scrutiny functions of the council.

Ivor Walker, the president of Nottinghamshire Association of Local Councils, came to congratulate the councillors being elected and thank them for standing.

127. Finance

- a. [Bank reconciliation](#) – noted.
- b. Year to date income – noted.
- c. Expenditure since last meeting under delegated powers/previously agreed expenditure was noted.
- d. Items of Expenditure considered:

	Budget Area	Amount	Decision
SLCC Annual conference Cemetery Management Memorial safety training, CIL/S106 course	Training – all courses	£360 +VAT £40 £40	<i>Unanimously agreed.</i>
Replacement chairs for the village hall	Village Hall (CIL)	-	Deferred until the September meeting
Coat of Arms (cost for digital item agreed). Also delivery or collection costs the Coat of Arms	Parish council individual items (CIL)	£140.00 + collection costs*	Unanimously agreed.
Replacement playground signed	Parish council individual items	£182 + VAT	Unanimously agreed.
Gazette print	Parish council newsletter	£415	Unanimously agreed.
Socket	Village hall individual items	£455 + VAT	Unanimously agreed.
Replacement hard drive for CCTV	Village hall CCTV	£230	Unanimously agreed.

* Clerk to collect the coat of arms – need to work out whether it is feasible to go by train or best to drive.

- e. The council noted the budget review report. A question was raised why CCTV provision was so much higher than original budget. This was due to the provision of 2 new cameras in Fernwood central falling into 2023/24 instead of 2023/24. The council agreed to add the following items to the September agenda: review CCTV plans and consider introducing a finance committee.

128. Planning

- a. Planning Authority decisions which were noted:

23/00797/TPO	2 Marron Court Fernwood	Undertake works to Ash tree protected by TPO N302 identified as T35	Grant Works to Tree/s Protected by TPO
--------------	----------------------------	--	---

129. Policy

Updated documents considered:

- a. Strategy and action plan including consideration of Community Infrastructure Levy results – The council agreed (unanimously other than point iii) to the proposed changes to this document with the following changes:
 - a. Strategy - Item 4 replace ‘actively pursue’ with ‘continue with’.
 - b. Strategy - Item 5 replace ‘actively challenge’ with ‘investigate’.

- c. Strategy - Remove item 6 regarding freeholders' rights (4 councillors 4, 2 against)
- d. Action plan – Point 9 change explanatory note above action box to 'Ensure paths and roads within the responsibility and jurisdiction of NCC are maintained safe and suitable for purpose. That the available parking within Fernwood is improved in order to create safer driving conditions. To ensure that the correct road restrictions are used to maintain a safe driving speed entering and within Fernwood'

Documents reviewed

- b. [All General Data Protection Documentation](#) - The council unanimously agreed that no changes were required. *Clerk to note on the website that the documents were reviewed at this meeting.*

130. Updates to the personnel committee members

The Council unanimously agreed to make no changes.

132. Fernwood Village Hall

- a. Hall charge increases (from 1/9/23) suggested by the village hall management group were unanimously approved. Use of CIL for maintenance.
- b. Repainting the hall – It was agreed to obtain quotes for this work subject to being able to use CIL for this work.
- c. Free use of the foyer for a knit and natter group – the council unanimously agreed to free usage of the foyer for 2 hours once per month.
- d. A draft transport statement has been received and consider next steps for the village hall extension – the council noted this and agreed that the council need to meet to discuss how to proceed with the village hall extension.

133. Costall Woods

The council noted the Woodland Management Plan and deferred proceeding with the recommendations in the report for now. It was agreed to get a quote for a fence around the wood piles and around the front edge of the wildlife garden. The council agreed no changes are required to the current grass cutting schedule in the woodland. An article will be added to summer gazette and a post will be added to social media to update residents. It was also noted that the bat and bird boxes still need to be put up; the clerk will endeavour to get this done.

134. Coat of Arms

The content of the College of Arms email was covered in item 127d iii.

135. Consideration of a grant application from Chuter Ede School, Fernwood

The council agreed to award £310 to Chuter Ede School under LGA 1972, S 137.

136. Correspondence

- i. Email regarding D-Day – June 6th 2024 – noted. Planning to commence in the autumn.
- j. Email regarding road safety concerns at Phoenix/Goldstraw junction – noted, see item 123a.

- k. Email regarding litter picking idea – it was agreed to have litter pickers and bags for collection from the parish council office (during opening hours). A disclaimer/booking out/in form will be drafted. The council will try this for 3 months from September and then review.
- l. Email regarding circus – the council agreed that this won't be feasible due to lack of parking.
- m. Email : Nottinghamshire NALC AGM invite – including decision on who will attend, our council's appointment of voting delegate and additional nominations and forms to be considered – Cllr Mack and the clerk will attend.

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.

The Council unanimously agreed to close the meeting to the press and public.

137. Discussion on how to proceed with communications with Nottinghamshire County Council

The council agreed to send a revised communications proposal to NCC and engage paid professional advice (5 councillors for, Cllr Shepherd abstained).

Meeting closed at 10.55pm

Next Meeting: Monday 17th September 2023, 7pm, Fernwood Village Hall



**DRAFT MINUTES OF THE EXTRAORDINARY MEETING OF FERNWOOD PARISH
COUNCIL**

**held on 9th August 2023 at 8pm
at Fernwood Village Hall**

Present: Parish Councillors: Ian McGregor, Neill Mison (Chair), Leigh Rixon, Kimberley Shepherd
(Vice-chair), Jim Weale, and Mollie Weale

Minutes written by Cllr Kimberley Shepherd

Residents/Public 0

138. Apologies for absence - Parish Councillor iDavid Mack

139. Declarations of Interest - None

EXEMPT ITEM

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.

The Council unanimously agreed to close the meeting to the press and public.

140. Discussion on personnel issue

The council unanimously agreed to proceed with the personnel proposal.

The council unanimously agreed to a personnel restructure.

The council unanimously agreed to withdraw £250,000 from CCLA bank account for potential upcoming project work. Funds are not to be spent without agreement in a full council meeting. The rationale is that personnel changes would mean the council would have no access to any CIL funds for an unknown period of time; it is unknown how long access would take given that no signatory has yet been added to the TSB account in 4 months.

Agreed funds are to be deposited back into CCLA account when access is granted to existing and interim staff.

The meeting closed at 9PM

Next Meeting: Monday 17th September 2023, 7pm, Fernwood Village Hall

Fernwood Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2023		
	Cash in Hand 01/04/2023		1,310,381.76
	ADD Receipts 01/04/2023 - 31/07/2023		333,299.74
			1,643,681.50
	SUBTRACT Payments 01/04/2023 - 31/07/2023		87,799.30
A	Cash in Hand 31/07/2023 (per Cash Book)		1,555,882.20
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2023	0.00
	TSB Reserve - Parish Council	31/07/2023	61,399.79
	TSB Current - Parish Council	31/07/2023	11,807.75
	CCLA Investment Management Ltd	31/07/2023	1,380,000.00
	Virgin Money	31/07/2023	85,000.00
	TSB - Reserve - Village Hall	31/07/2023	7,246.43
	TSB Current - Village Hall	31/07/2023	2,953.81
	Unity Bank	31/07/2023	17,147.28
			1,565,555.06
	Less unrepresented payments		9,672.86
			1,555,882.20
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,555,882.20
	A = B Checks out OK		

Signed bank reconciliation in internal audit. Signed and checked by Cllrs McGregor and M. Weale.

Fernwood Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/08/2023		
	Cash in Hand 01/04/2023		1,310,381.76
	ADD Receipts 01/04/2023 - 28/08/2023		347,459.40
			1,657,841.16
	SUBTRACT Payments 01/04/2023 - 28/08/2023		115,748.32
A	Cash in Hand 28/08/2023 (per Cash Book)		1,542,092.84
	Cash in hand per Bank Statements		
	Petty Cash 28/08/2023	0.00	
	TSB Reserve - Parish Council 28/08/2023	61,450.75	
	TSB Current - Parish Council 28/08/2023	49,397.75	
	CCLA Investment Management Ltd 28/08/2023	1,130,000.00	
	Virgin Money 28/08/2023	85,000.00	
	TSB - Reserve - Village Hall 28/08/2023	7,252.22	
	TSB Current - Village Hall 28/08/2023	3,105.81	
	Unity Bank 28/08/2023	157,287.65	
			1,493,494.18
	Less unrepresented payments		1,539.34
			1,491,954.84
	Plus unrepresented receipts		50,138.00
B	Adjusted Bank Balance		1,542,092.84
	A = B Checks out OK		

b. Income from April 1st to August 29th 2023

Income Code	Income Type	Budget 2023/24	Receipts up to 30/8/23
1	Advertising income (Fernwood Gazette)	£ 600.00	£ 95.00
2	Community Infrastructure Levy	£ 489,435.00	£ 260,226.55
3	Interest	£ 20,000.00	£ 23,222.00
4	External contribution - youth club	£ -	£ -
5	External contribution - other	£ -	£ -
6	Precept	£ 89,112.00	£ 44,556.00
7	HMRC - VAT reimbursements	£ 6,500.00	£ 6,244.37
8	Village Hall - ad hoc hires	£ 8,000.00	£ 3,080.75
9	Village Hall - regular hirers	£ 26,000.00	£ 9,136.75
10	Village Hall - bar commission	£ 1,750.00	£ 791.29
11	Village Hall - feed in tariff	£ 1,500.00	£ 106.69
		£ 642,897.00	£ 347,459.40

C. Expenditure under delegated powers/previously agreed expenditure (new clerk will need to add anything else that comes in and total (Scribe report for -minute reference 18/09/2023)

Description	Supplier	Net	VAT	Total
Drain blockage removal	Able Group	£193.50	£38.70	£232.20
Hazard Warning Barrier Tape	Amazon S.a.r.l. UK Branch	£9.58	£1.92	£11.50
Copiers and Copies	BNP Leasing Solutions LTD	£340.43	£68.09	£408.52
Inflatables for community event	Bounceabout	£799.00	£0.00	£799.00
Mobile Phones	Brighter Bills	£31.78	£6.36	£38.14
Mobile Phones	Brighter Bills	£31.78	£6.36	£38.14
Telephone/Broadband	BT	£176.88	£35.38	£212.26
Road Closure	Chapter 8	£524.00	£104.80	£628.80
Defibrillator supplies	Community Heartbeat Trust	£88.95	£17.79	£106.74
Gas	Crown Gas and Power	£108.47	£5.42	£113.89
Gas	Crown Gas and Power	£87.17	£4.36	£91.53
Intumescent Strip	Firewise Supplies LTD	£68.80	£13.76	£82.56
Prize	Gannets Daycafe	£40.00	£0.00	£40.00
Legionella control	Guardian Hygiene Services Ltd	£186.72	£37.34	£224.06
Boiler and Cylinder installation	Heatspec (East Midlands) Ltd	£4,782.58	£1,556.52	£6,339.10
Boiler and Cylinder installation	Heatspec (East Midlands) Ltd	£2,594.20	£518.84	£3,113.04
HMRC (Employer payments)	HMRC	£335.41	£0.00	£335.41
HMRC (Employer payments)	HMRC	£4,304.95	£0.00	£4,304.95
Data Protection Renewal Fee	Information Commissioner's Office	£35.00	£0.00	£35.00
Email	Ionos	£8.99	£1.80	£10.79
Email	Ionos	£8.99	£1.80	£10.79
Prize	J and J Alpacas	£40.00	£0.00	£40.00
Facepainting	Ladybird face painting by Lucy	£580.00	£0.00	£580.00
Expense Claim	Malcolm Dickinson (Staff Expenses)	£2.49	£0.00	£2.49
Expense Claim	Marion Fox Goddard (Staff Expenses)	£52.20	£0.00	£52.20
Antivirus software	McAfee	£33.33	£6.66	£39.99
Gazette/Leaflet Delivery	Michael Gulliford	£120.00	£0.00	£120.00
Gazette/Leaflet Delivery	Michael Gulliford	£120.00	£0.00	£120.00
Councillor Training	Nottinghamshire Association of Local Councils (NALC)	£30.00	£0.00	£30.00

Pensions	Nottinghamshire County Council	£3,525.41	£0.00	£3,525.41
Prize	Odeon	£30.00	£0.00	£30.00
Event Supplies	Onestop shop	£9.50	£0.00	£9.50
Event Supplies	Onestop shop	£3.05	£0.00	£3.05
Sanitary Services	PHS	£89.85	£17.97	£107.82
Audit Fees	PKF Littlejohn LLP	£2,100.00	£420.00	£2,520.00
Leaflet printing	Prime Print	£150.00	£0.00	£150.00
Cleaning Supplies	RB Wholesale	£62.83	£12.58	£75.41
Cleaning Supplies	RB Wholesale	£123.38	£24.69	£148.07
Cleaning Supplies	RB Wholesale	£41.68	£8.34	£50.02
Salaries	Salaries	£9,660.14	£0.00	£9,660.14
Electricity	SSE Southern Electric	£242.35	£12.11	£254.46
Prize	Strays Coffee	£40.00	£0.00	£40.00
Event Supplies	The Joker Entertainment	£726.00	£145.20	£871.20
Prize	The Side House	£90.00	£0.00	£90.00
Event Supplies	Westward Medical Ltd	£240.00	£0.00	£240.00
Online meeting software	Zoom	£12.99	£2.60	£15.59
Online meeting software	Zoom	£12.99	£2.60	£15.59

d. Items of expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
i. Tree Survey Costall Woods	Open spaces – Tree Survey	730.00	146.00	876.00
ii. Fencing – around wildlife garden and log piles -Costall Woods	Open spaces	2850.00	570.00	3420.00
iii. HugoFox – website	Parish Council administration	9.99 per month	2.00	11.99
iv. Finance courses	Parish Council administration - Training	£30 each		30.00
v. Emersion heater wiring	Village Hall – Electrical work	265.00	53.00	318.00
vi. Decoration of the village hall				

From: REDACTED@forestfarmtreeservices.co.uk>
Sent: Tuesday, August 1, 2023 10:30 AM
To: clerk@fernwood-pc.co.uk
Subject: RE: Tree 820 Costall Woods Fernwood

Hi Marion,

Just to confirm that after viewing the trees, 820 & 830 – both Norway Maple. 820 does appear to be in an early stage of decline, I don't think that there is a structural issue at this time and would to look to remove T820 in the next year. 830 has a limited amount of bark necrosis in a localised area, for this tree I would monitor crown density, at this time the crown looks physiologically ok, the stem in the area of the bark dieback does not appear to be structurally compromised.

I've attached the quote for the surveying of the woodland as previously quotes which will still stand.

Any problems let me know.

Regards

REDACTED

102 Kirkby Road, Sutton-in-Ashfield,
Nottingham. NG17 1GH
Telephone (01623) 512899
Mobile 07973 520080 or 07791 147003



**FOREST FARM
TREE SERVICES**
— EST 1990 —

Fernwood Parish Council
Marion Fox Goddard
Fernwood Village Hall
Rubys Avenue
Fernwood
Newark
Nottinghamshire
NG24 3RS

*Note from Clerk: Price held from
previous quote. Tree survey now due.*

QUOTATION

No.	AB1213	Date.	25/5/22
Tel.	01636 613024	email.	office@fernwood-pc.co.uk

Details	£	P
For the : Carrying out of general condition survey to all trees within the woodland/public open space at the end of Rubys Avenue. Thank you for your enquiry. A Binks	£730	00
SUB - TOTAL	£730	00
VAT @ 20%	£146	00
TOTAL	£876	00

From: REDACTED
Sent: Tuesday, August 1, 2023 9:13 AM
To: clerk@fernwood-pc.co.uk
Subject: FW: Knee Rail Fencing Wildlife Garden

QUOTE 1
Total £2850 plus VAT

OFFICIAL

Hi,

Yes same as the pics, £350 more for the fencing to be around the habitat

Thanks,

REDACTED

From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>



Sent: 24 July 2023 12:14
To: REDACTED
Subject: RE: Knee Rail Fencing Wildlife Garden

Hi REDACTED,

Thanks for that. Would it be the same as the photos that I have attached please?

Also, the council want this fencing around the log piles too. Does the £2500 include that too or would that be more?

Best wishes,

Marion Fox Goddard

Parish Clerk and Responsible Financial Officer

Fernwood Parish Council

From: REDACTED
Sent: Friday, July 21, 2023 11:11 AM
To: clerk@fernwood-pc.co.uk
Subject: Knee Rail Fencing Wildlife Garden

OFFICIAL

Hi,

Knee rail fencing supply and install Approx 90m £2,500.00 plus VAT to outer footpath perimeter at the Wildlife Garden.

Thanks,

REDACTED

From: HugoFox Team <team@hugofox.com>

Sent: Monday, August 21, 2023 8:00 AM

To: Clerk@Fernwood-pc.co.uk

Subject: Important News Update 21/08

HugoFox

Important News Update

We hope you've had a chance to read the email we sent you a few weeks ago.

It included some exciting news and updates regarding our website service at HugoFox.

We are pleased to announce that we have made some improvements, including the introduction of a member's area, providing you with additional functionality to engage with your audience.

As part of this update, we have restructured our pricing plans to align with the features and services we offer. Our website service has been available free of charge until now, but due to increasing costs we have transitioned to a paid subscription model.

Existing HugoFox users who are on our free service, will continue to benefit from this until the 4th October 2023. Users will need to select a paid package before this date to continue using our service.

We have extended our original deadline, to allow councils more time to plan and discuss after the summer period.

We offer three affordable packages and have kept costs as low as possible. Each package will unlock a specific set of features and resources, allowing users to choose the one that best suits requirements. Keep an eye out for our monthly updates and feedback!

We understand that changes like this can sometimes raise questions or concerns. If you have any enquiries or require assistance, our dedicated support team is here to help. Feel free to reach out to us via email at: team@hugofox.com

For more information on our features and improvements, as well as details about our latest packages and prices, please click on 'Features & Packages' document below:

HugoFox

- Easy-to-use website builder
- Jam-packed with simple and smart features
- Promote offers, news & events in our community hub

FEATURES & PACKAGES
2023

[View Features & Packages](#)

View Features & Packages

From: HugoFox Team <team@hugofox.com>

Sent: Tuesday, August 8, 2023 7:59 AM

To: Clerk@Fernwood-pc.co.uk

Subject: Important News Update 08/08

HugoFox

Important News Update

We are reaching out today with some exciting news and updates regarding our website service at HugoFox.

We are pleased to announce that we have made some improvements, including the introduction of a member's area, providing you with additional functionality to engage with your audience.

As part of this update, we have also restructured our pricing plans to align with the features and services we offer. Our website service has been available free of charge until now, but due to increasing costs we will be transitioning to a paid subscription model.

To ensure a smooth transition and give you an opportunity to experience the new members area first-hand, we are providing all our valued customers with a complimentary 45-day free trial period. During this trial period, you will have access to our members area in addition to all your standard features.

After the 45-day trial period ends, we will be introducing three different packages to cater to various needs and budgets. Each package will unlock a specific set of features and resources, allowing you to choose the one that best suits your requirements.

We understand that changes like this can sometimes raise questions or concerns. If you have any enquiries or require assistance, our dedicated support team is here to help. Feel free to reach out to us via email at: team@hugofox.com

For more information on our features and improvements, as well as details about our latest packages and prices, please click on 'Features & Packages' document below:

The banner features the HugoFox logo on the left. On the right, a green box contains the text 'FEATURES & PACKAGES 2023'. Below the logo, a dark grey box lists three bullet points: 'Easy-to-use website builder', 'Jam-packed with simple and smart features', and 'Promote offers, news & events in our community hub'. The background of the banner shows a close-up of a hand holding a pen.

[View Features & Packages](#)

View Features & Packages



HugoFox

FEATURES &
PACKAGES
2023

- Easy-to-use website builder
- Jam-packed with simple and smart features
- Promote offers, news & events in our community hub





"Our user-friendly interface and features has won the hearts of countless councils, who rely on HugoFox to keep their communities well-informed and connected"

NEW

INTRODUCING OUR NEW EXCLUSIVE MEMBERS AREA!

Our newly developed private membership area is the ultimate platform. Designed to share private content to approved members and cultivate a thriving community around your website.

FEATURES



Use your own web address

There's no HugoFox branding on our websites, and you can use your existing domain name – so your site remains exclusively yours.



Promote your jobs, events, offers and local news

Once you've created your website, it's simple to add all the above and more – quickly and easily. Email alerts also make it possible to communicate new posts to customers and visitors, spreading the word further, for less.



Our sites are easy to create, edit and manage

Unlike other content-managed websites, you don't need any technical knowledge to set yours up or make changes – just a login and password.



You have complete control

Add, tweak or remove whatever you like, whenever you like. It's easy and quick to log in and edit any part of your website – there's no need to pay anyone to do it for you.

	BRONZE	SILVER	GOLD
	£9.99 +VAT per month	£19.99 +VAT Per Month	£29.99 +VAT Per Month
Website Toolkit	✓	✓	✓
Web Accessibility Compliance	✓	✓	✓
Hosting	✓	✓	✓
SSL Certificate	✓	✓	✓
Marketing Toolkit (post jobs, events, offers & news)	✓	✓	✓
Email Alerts	✓	✓	✓
Google Toolkit Support (search box, analytics)	✓	✓	✓
Social Media Integration	✓	✓	✓
Use of Own Domain Name	✓	✓	✓
HugoFox Directory Entry	✓	✓	✓
Email Support	✓	✓	✓
Basic SEO	✓	✓	✓
Telephone Support		✓	✓
Membership Area		✓	✓
Planning Tracker (for councils)		✓	✓
Full SEO			✓
One On One Training			✓
Full Support			✓
Complete Website Build (Optional £399+VAT Setup)			✓

PACKAGES

We offer three packages designed to meet individual needs and budgets. Each package has specific features, allowing you to choose the best package to meet your requirements.

HugoFox.com
Connecting Communities

team@hugofox.com | www.hugofox.com

From: Notts ALC <Office@Nottsalc.org.uk>
Sent: Thursday, July 27, 2023 10:55 AM
To: Notts ALC <Office@Nottsalc.org.uk>
Subject: Online Finance Training Courses

To all Clerks and Chairs

Please find attached brief details of Finance courses offered by our expert Steve Parkinson from September 2023 through to January next year..

All the courses are £30 per person and delivered via Zoom.

There is also a FREE course available for new Clerks/RFOs called New Clerk's Finance. Places on this course is restricted to Clerks or RFOs who have been in the role for less than a year.

Places are booked through us here at Notts ALC, not direct with The Parkinson Partnership. Just email us with names and email address of the delegates and the date, time and name of the course required.

Further details on each course can be found here but remember, please book via us.

<https://bookwhen.com/parkinson#focus=ev-s38w-20230905100000>

Regards

Training Assistant

Note Cllr Shepherd has been booked onto the Finance for councillors course. Council to consider whether it would be beneficial to any other councillors.

The Parkinson Partnership LLP

This page is for county associations of local councils (CALCs) to book places for their members on online training courses, which are provided by The Parkinson Partnership LLP under contract to those associations. You should only use the page if you are a CALC member of staff, or an employee of a council that has been authorised to use this booking page by your CALC.

The prices quoted are only for councils that are members of their association. Bookings made by anyone else are liable to be removed without notice or charged at double the standard rate.

SCHEDULE

From 14 Aug 2023

September, 2023

5	Tue	10am BST	Finance for Councillors
12	Tue	10am BST	Procurement
		6:30pm BST	Finance for Councillors
14	Thu	10am BST	Budgeting for clerks and finance staff
19	Tue	10am BST	New clerk's finance
26	Tue	10am BST	Finance for Councillors
27	Wed	10am BST	Internal Controls
28	Thu	10am BST	VAT for unregistered councils (VAT126)

October

3	Tue	10am BST	VAT for VAT registered councils
5	Thu	10am BST	Finance for Councillors
10	Tue	10am BST	Budgeting for clerks and finance staff
		6:30pm BST	Finance for Councillors
12	Thu	10am BST	Procurement
17	Tue	10am BST	Finance for Councillors
19	Thu	10am BST	Budgeting for clerks and finance staff
31	Tue	10am GMT	VAT for unregistered councils (VAT126)

November

2	Thu	10am GMT	Finance for Councillors
7	Tue	10am GMT	Finance for Councillors
8	Wed	10am GMT	Internal Controls
9	Thu	10am GMT	Budgeting for clerks and finance staff
14	Tue	10am GMT	Budgeting for clerks and finance staff
		6:30pm GMT	Finance for Councillors
16	Thu	10am GMT	New clerk's finance
23	Thu	10am GMT	Budgeting for clerks and finance staff
28	Tue	10am GMT	Procurement
30	Thu	10am GMT	Finance for Councillors

December

5	Tue	10am GMT	The role of Internal Audit
7	Thu	10am GMT	VAT for VAT registered councils
12	Tue	10am GMT	VAT for unregistered councils (VAT126)
13	Wed	10am GMT	Internal Controls

January, 2024

11	Thu	10am GMT	The role of Internal Audit
17	Wed	10am GMT	Internal Controls

Finance for Councillors [View details](#)



Tuesday, 5 September '23 10am – 11:40am BST
 Zoom online classroom
 27 spaces available

INFORMATION

Details

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include:

- Roles and responsibilities
- setting a budget and precept
- Financial control
- The Annual Governance & Accountability Return
- Internal and external audit
- How VAT applies to local councils

By the end of the session you will:

- Understand the council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Be aware of how the council's accounts are prepared and audited
- Recognise the importance of internal controls
- Understand how VAT law applies to your council

Session leader: Steve Parkinson, The Parkinson Partnership LLP

Steve is a former Town Clerk & an accountant with 30 years' experience in public sector finance, who specialises in advice & training for the local council sector.

Instructions

This is an interactive session, you will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

Your booking confirmation will contain a link to the online event. Please ensure that you log in at least 10 minutes before the session starts, make sure that your screen name includes your first and last names.

TICKETS

Councillor place

£30.00

27 available until Tue 5 Sep 10am

standard fee for councils that are members of their county association of local councils

[View selections](#)

Note: Emersion heating in water tank needs to be wired back to the circuit board in the plant room

From: REDDACTED>

Sent: Monday, August 14, 2023 5:16 PM

To: clerk@fernwood-pc.co.uk

Subject: RE: Wiring required

Hi Marion

Cost for Wiring up the new 3 phase 6kw immersion heater circuit, total cost would be £265.00 + vat

Hope the above meets with your approval, if you require any more information, please do not hesitate to give me a call.

Best Regards

REDACTED

Dear Fernwood Parish Council

I spoke to a lady on the telephone on Wednesday 2nd august.

Due to business doing well this year I have hit the VAT threshold.

I am just waiting for my VAT number to come through.

On the 8th of June I sent you a quote for the fencing work to be completed in Fernwood which at the time I wasn't VAT.

Due to hitting the VAT I am writing to you to update you that I need to add 20% VAT to the original quote.

I hope this is ok and I am sorry to have to add this.

The original quote was £7,280.

the new quote including 20% VAT would be £8,736.

I have also had the 10% first stage payment.

Leaving a total outstanding balance of £8008.

Many thanks to REDACTED

Note from Marion Fox Goddard: On April 17th 2023, FPC agreed to accept a quote for £7280 for this work. An installation date in September was agreed shortly after the meeting. £728 deposit paid June 12th 2023.

Due to the large projects coming up, I recently sought a quote from a VAT specialist (provider of courses offered by Notts ALC) to review the Council's VAT arrangements. Due to the quote amount, further quotes need to be obtained for the parish council to consider at a future parish council meeting. To date our VAT has been claimed via the VAT126 process with consideration of the rules regarding what we can claim for. The levels of VAT claimed have been below the threshold. With large projects planned for the village hall (adaptations of changing room/extension) and other potential CIL projects, now is the time to get this advice.

Bank/Investment Signatories

Institution	Who is a signatory 27/8/23	Application Status	Changes to be discussed/agreed at September meeting/Note Agenda and Minutes	Notes
CCLA	Ian McGregor Leigh Rixon Kimberley Shepherd Marion Fox Goddard Mollie Weale	Form prepared (awaiting September decision)	<ol style="list-style-type: none"> 1. Consider: <ul style="list-style-type: none"> • Remove Marion Fox Goddard • Change link account to Unity (currently TSB) • Add Claire Blackman and Neill Mison 	Application form needs signature. Application form needs to be accompanied by minutes which have a record of the decision to change the mandate.
TSB	Barry Smith James Weale Marion Fox Goddard	Application form sent and signed (22/8/23) to TSB to add Neill Mison (signatory only) and Claire Blackman (Full access)	<ol style="list-style-type: none"> 2. Note: Application form sent without council decision to add Claire Blackman and Neill Mison to signatories urgently require update. 3. Consider: <ul style="list-style-type: none"> • Remove Marion Fox Goddard. • Order debit card for Claire Blackman (TSB PC current account) 	MFG debit cards cancelled 24/8/23 Application to change TSB signatories was in progress but stalled due a councillor deciding they no longer wanted to be a signatory.
Unity	David Mack (signatory only) Ian McGregor (signatory only) Leigh Rixon (signatory only) Claire Blackman (Full online access, not signatory) Marion Fox Goddard (as CB) James Weale (signatory only)		<ol style="list-style-type: none"> 4. Consider: <ul style="list-style-type: none"> • Remove Marion Fox Goddard 	
Virgin	David Mack, Neill Mison Ian McGregor Marion Fox Goddard James Weale		<ol style="list-style-type: none"> 5. Consider: <ul style="list-style-type: none"> • Remove Marion Fox Goddard • Add Claire Blackman 	Form in file to be sent after the meeting

Fernwood Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Fernwood Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Fernwood Parish Council on application to:</p> <p>(a) <u>MARION FOX GODDARD, PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER, FERNWOOD PARISH COUNCIL, FERNWOOD VILLAGE HALL, RUBY'S AVENUE, FERNWOOD, NG24 3RS</u></p> <p>(b) <u>MONDAYS & FRIDAYS - 10AM - 12PM</u> <u>TUESDAYS, WEDNESDAYS, THURSDAYS 10AM - 1PM</u></p> <p>3. Copies will be provided to any person on payment of <u>££0.00</u>(c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>MARION FOX GODDARD</u> <u>PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER</u></p> <p>Date of announcement: (e) <u>1/8/23</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
--	--

Section 1 – Annual Governance Statement 2022/23

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 2023, 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
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

17/04/2023

and recorded as minute reference:

58 g ii

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

Chairman

Clerk



mehexgoddard.

www.fernwood-pc.co.uk

Section 2 – Accounting Statements 2022/23 for

Fernwood Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	324,565	368,023	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.
2. (+) Precept or Rates and Levies	71,619	80,949	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	102,909	1,026,997	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	57,097	76,556	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	73,973	89,031	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	368,023	1,310,382	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	368,023	1,310,382	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.
9. Total fixed assets plus long term investments and assets	1,108,556	1,103,585	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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. J. G. S. D. D. A. R. D.

Date

03/04/2023

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

17/04/2023

as recorded in minute reference:

58 g iii

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

[Signature]

Annual Internal Audit Report 2022/23

Ferwood Parish Council

www.ferwood-pc.co.uk

During the financial year ended 31 March 2023, 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 2022/23 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.			No PETTY CASH
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

14/11/2022 05/04/2023

Name of person who carried out the internal audit

KENNETH GODDARD

Signature of person who carried out the internal audit



Date

05/04/2023

*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).

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

Fernwood Parish Council – NT0069

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

21/07/2023



Ms Marion Fox Goddard
 Fernwood Parish Council
 Fernwood Parish Council
 Fernwood Village Hall
 Ruby's Avenue
 Fernwood
 NG243RS

DDI:
 +44 (0)20 7516 2200

Email:
 sba@pkf-l.com

Date:
 27 July 2023

Our Ref:
 NT0069

SAAA Ref:
 SB03247

Fernwood Parish Council
Completion of the limited assurance review for the year ended 31 March 2023

Dear Ms Fox Goddard

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fernwood Parish Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

PKF Littlejohn LLP
 15 Westferry Circus,
 Canary Wharf, London
 E14 4HD
T: +44 (0)20 7516 2200
www.pkf-l.com

From: REDACTED

Sent: Thursday, June 29, 2023 4:55 PM

To: clerk@fernwood-pc.co.uk

Subject: Rumble strip consultation

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference NT0069 or Fernwood Parish Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2024; and
 - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states 'Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.' In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Clerk's note: Email address change to be considered.



Report regarding the movement of £250,000 of investment funding from the CCLA investment account following the extraordinary meeting of the Council on 9th August 2023

Background

1. On August 9th, Fernwood Parish Council held an extraordinary meeting of the council to discuss personnel issues.
2. The personnel issues were an exempt item due to the topic being discussed.
3. The agenda had no reference to financial decisions being made.
4. During the meeting the council agreed to move £250,000 out of the CCLA account with no knowledge of how much interest this would lose the council.
5. Following annual leave, the Parish Clerk was sent an email from the Vice Chair with the instruction to move £250,000 from the investment account to the account that the administration assistant has administrative access to for *'to cover any short term CIL projects we anticipate coming up in the next few months'*.
6. The Parish Clerk emailed all councillors to advise moving this amount would lose the council £1000 of interest per month, suggesting £50,000 would be a more sensible figure explaining with procurement rules, there was no way £250,000 could be spent before the signatories had been changed without breaching procurement rules and the council's financial regulations.
7. The Parish Clerk was told to proceed despite the fact that this would lose £1000 in one month alone.
8. On 17/8/23, the withdrawal form was sent to CCLA.
9. On 18/8/23, the money was received in the council's link account with the TSB.
10. The Clerk moved the money to the Unity account which the Administration Assistant can administer as follows:

21/8/23	£1	(test transaction)
22/8/23	£50,000	
24/8/23	£50,000	
25/8/23	£50,000	
28/8/23	£50,000	
29/8/23	£50,000	

11. Email received asking for a note to go on the September agenda.
12. See appendix 1 which contains correspondence regarding this matter.

Advice for the Council

1. Financial decisions such as the one made on 9/8/23 should be made under the finance section of the agenda in an open session rather than exempt item.
2. Decisions need to be made with the knowledge of their implications. If the council is not aware of the implications the decision should be deferred or made 'subject to.....'
3. At least £175,000 should be returned to the CCLA account as soon as the signatory changes have been completed. This should take approximately 2 weeks for CCLA to process. The form must be sent with minutes recording the decision to change signatories as evidence.
4. If you get most of the money transferred back to CCLA, the loss of interest will be minimised to under £2000 (assumes money transferred back to CCLA by mid October).

Marion Fox Goddard, August 30th 2023

From: Felicity REDACTED
Sent: Monday, July 31, 2023 2:16 PM
To: Office@fernwood-pc.co.uk
Subject: Potential Fernwood Hall stage

Dear Marion

My name is REDACTED and I'm now running the FADS group with REDACTED who I believe you have already met.

We have been approached by Dave Mack who tells us he put forward a proposal to have a stage built into the village hall during a meeting with the parish council.

We absolutely love the idea. It would certainly make doing shows a lot easier without the need for a clunky stage to have to bring in and out.

It could be useful for other groups too, such as the dance groups, with a real podium on which to teach the classes.

I hope you have been made aware of this idea already and it's not new news.

I look forward to hearing from you soon.

Best wishes

REDACTED

Note from Clerk: Stage – In 2019, we consulted with our regular hirers about having a permanent stage and from the responses we got and our knowledge of what the main hall is used for, the decision was made to still with the modular stage that can be erected as and when needed, giving us flexibility to meet all users needs. At present the stage is use for 1 week a year. Reasoning:

- a. At the time the FADS representative said 'I would assume that the stage would be a normal rectangular shape. This would present problems for FADS as the width of the hall would prevent us from having a large enough stage to accommodate many characters and would therefore mean that we would no longer be able to perform an annual pantomime, not to mention the

problem of erecting wings etc. At present we use an apron stage which enables us to use the width of the hall without blocking access to the fire escape'.

- b. One group leader that has a group with babies and toddlers foresaw an issue. Caterpillar Music (Friday morning hirer) said: 'For me a permanent stage could be an issue; I have moved away from other venues that have them because young children are fascinated with climbing onto them meaning parents and carers spend much of the session trying to stop them! However, if the stage was reasonably high with no direct access from the front it could work. The problem comes from children being able to get onto it unaided'. This could also be an issue for the toddlers' group on Thursday mornings. At the time, the petanque group used the hall for bowls too so a stage was an issue for their activity.

- c. Reduction of overall space available in main hall may lead to less party bookings. Most of the parties that we have are children's ones usually involving castles or soft play with Didi cars and when the weather isn't fine, these go at the back of the hall (where the stage normally goes). If a large stage is installed, I would worry that this may lead to less party bookings with the floorspace being reduced and there not being as much room for a castle etc. The other concern is that the church is already running out of space. A stage may make it more difficult for them to fit everyone in.

- c. Should the council opt to proceed with a permanent stage consideration will need to be given to:
 - How this will affect the projector and screen
 - Access to the chair store and fire exit
 - Size of stage (once ideas have been formalized, a consultation with regular users is recommended).

Hi Marion, many thanks for your letter of 28th June 2023 regarding the rumble strips on Fernwood. Our house is right on a rumble strip in Dale Way and even though it is noisy when large vehicles go over it, (and smaller speeding ones), after speaking to John Lee, I am happy to keep what we have rather than the alternatives. If tarmac replacements were available, then this would be the quietist, but as I understand the situation, this is not to be. I will therefore not be taking this any further.

Many thanks for your help and the good work being undertaken by Fernwood Parish Council.

Best wishes

REDACTED

From: REDACTED /
Sent: Thursday, July 13, 2023 1:40 PM
To: cllr.neill.mison@fernwood-pc.co.uk
Cc: clerk@fernwood-pc.co.uk
Subject: Question at your next Fernwood Parish Council meeting

REDACTED

Dear Cllr Mison

I would be grateful if Fernwood Parish Council would consider giving a donation to Lancaster Bomber Airplane Sculpture by having you ask this question at your next Fernwood Parish Council meeting.

The Bomber County Gateway Trust; is a registered charity and a group of passionate Lincolnshire-based people whose aim is to bring this iconic landmark to life, which will mark the historic link that Lincolnshire and Nottinghamshire shared with RAF Bomber Command during the Second World War.
<https://www.bombergatewaytrust.co.uk/>

The landmark will be a steel representation of the iconic Lancaster Bomber and will be built on the high ground off the A46 at Norton Disney. Rivalling the Angel of the North in both size and status, On Freedom's Wings will be seen by 34,000 passing motorists each day.

Cheques can also be made payable to Bomber County Gateway Trust and posted to: Bomber County Gateway Trust, Hill Holt Farm, Norton Disney, LN6 9JP

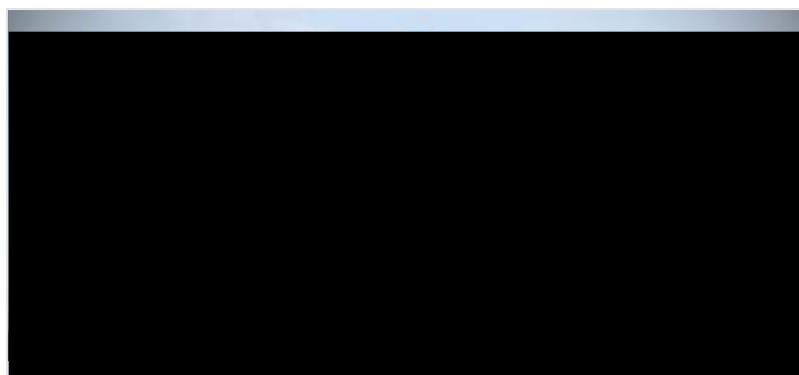
I want to ask this question would you consider supporting The Lancaster Bomber to Be Constructed on the A 46 At Norton Disney Near Newark "On Freedom's Wings" Let's Make This A Reality? The Lancaster Bomber Sculpture, This Will Be Much Bigger Than The Angel Of The North. It Will Be Seen By More Than 34.000 Drivers Every Day On The A46 - Still Badly Needs Fundraising To Make This Dream Come True.

This will mark the historic link between Nottinghamshire and Lincolnshire shared with RAF Bomber Command during the second world war. Over the last few years with materials, particularly steel, soaring in price has very much, efforted this major and fantastic project ever gets finished.

This landmark on the border of Nottinghamshire and Lincolnshire is significant.

"On Freedom's, Wings" I Am Very Happy To Do A Skydive and Parachute Jump With Your Support. " Anyone can donate to me on my Justgiving page.

<https://www.justgiving.com/page/laurence-goff-1688905419640>



Bomber County Gateway Trust - JustGiving

Kind Regards

REDACTED

From: REDACTED

Sent: Monday, July 17, 2023 2:40 PM

To: clerk@fernwood-pc.co.uk

Subject: HAS comments on FPC proposal to reopen Hollowdyke Lane to general traffic

Importance: High

Hello Marion,

Now that we've addressed the Fernwood Community Centre extension (or, at least, provided our report), I am able to provide some brief commentary on the above item.

As previously discussed, I have not charged for this, but that has necessarily meant that it has had to take a back-seat to paid consultancy work. Time for this has been at a premium in recent months, due to the impacts of repair work to my home (following a kitchen fire late last year).

The following notes provide an initial, high-level review only, based on a brief examination of the route and my professional experience. Fully examining the proposal would easily require at least a day of professional time, so I have considered only the documents you have supplied (plus undertaking a brief examination of Planning Consent 14/00465/OUT).

I have set out below, in bulleted format, some of my overall thoughts regarding the potential for the Parish Council to pursue a reopening of Hollowdyke Lane to general traffic. In the interests of brevity, these are necessarily blunt and to-the-point. However, I hope they will be welcomed by your Members. I further trust that these should allow them to explain to the public (if and when necessary), why such a proposition is unlikely to be viable for the Parish Council. However, subsequent to my comments, I have also noted the possibility of working with major local Developers in the future.

My initial review therefore follows:

- In the first instance, it is important to note that the closure of Hollowdyke Lane is a direct consequence of Planning Consent 14/00465/OUT
- That Application was made in 2014, and not decided until early 2018, and was subject to detailed public and Authority scrutiny
- As such, it is likely that the LPA (and LHA) will consider that any challenge to the closure of Hollowdyke Lane to general traffic is now inadmissible
- Whilst there are numerous ways in which changes can be made to the public highway network, they generally either have to be justified as part of an LHA works programme or as part of a new planning application
- As the LHA were satisfied with the scheme, I see no reason why they would consider a works programme in isolation

- With regard to sustainability and policy it is required, at both a national and LPA levels, that developments prioritise pedestrian, cycle and public transport movement over that of general traffic
- As such the closure of Hollowdyke Lane is entirely in keeping with current policy, and any revocation or alteration to this would likely be seen as counter to policy

- The B6326 is a wide county road, and there are multiple connections to this at Goldstraw Way, Dale Way and Hollowdyke Lane (South)
- Additionally, with Bus Gate in place, Hollowdyke Lane would be passable by emergency vehicles if and when required

- In the event of future works requiring closure of the B6326, the LHA would be required to consider appropriate diversion routes – at that time, Hollowdyke Lane could potentially be brought back into use on a temporary basis
 - From a practical standpoint, Hollowdyke Lane is currently closed to traffic and, professionally, I see no obvious issues arising from this
 - While I appreciate that the increasing local population may increase congestion, all local developments have been fully assessed on the basis that the Lane be closed
 - Noting the above, from a professional perspective, I am not concerned about the village's vehicular access
-
- From a Transport Assessment standpoint, any opening of Hollowdyke Lane would fundamentally alter the assumptions made by the consultants who worked on the 1,050 unit proposal under Planning Consent 14/00465/OUT
 - Any TA examining the proposal would have a scale and study area at least that of the 2014 TA, as it would need to consider the vehicular movements of the entire village (as existing and consented)
 - Such a report be major undertaking, with extremely high costs – I would conservatively state that HAS would need to charge **at least £12,500** for our professional services to prepare such a TA (this excluding all survey and third-party costs)
 - In addition to my fees, you would also have to pay for cordon traffic counts at all major junctions around the village and on the A1 – the 2014 data is both out-of-date and no longer reflective of the village
 - I'd estimate survey costs at least equal to my own, and in fact likely much higher – a fee **exceeding £20,000+VAT** would not surprise me
 - It should be noted that there would then be additional fees associated with any planning application or applications to the LHA
 - Finally, it should be noted that all of the above costs would be incurred 'at risk' – there would be no guarantee of permission for a reopening being granted
-
- From a physical standpoint, were Hollowdyke Lane to be opened to general traffic, it would need to be brought up to modern standards for two-way traffic and bus uses, while also featuring dedicated pedestrian / cycle facilities to comply with the requirements of the 2018 consent
 - In my opinion, the resultant minimum width would therefore be 9.5m (comprising a 3m shared foot/cycleway, 6m carriageway, and 0.5m clearance margin)
 - Whilst I have not reviewed a formal highway boundary plan for Hollowdyke Lane – however, the LHA Officer you consulted has noted the presence of narrow section where this would not be possible
 - The Parish Council could, of course, seek to purchase land from neighbouring land owner(s) – however, I do not expect that you could compel any such sale
 - Even if the land were to be available, you would then have to address issues such as existing utilities, drainage ditches, boundaries and so forth
-
- From a build costs perspective, I doubt the Parish Council could afford the works required
 - Essentially, you are looking at rebuilding at least 425m of carriageway, (between Avro Road and Hunters Road)
 - With a built width of 9m, this equates to over 3,800sqm of surface area
 - Generally, a rule-of-thumb for highway engineers is that you are looking at around £100/sqm for load-bearing surfaces (this being a very loose approximation predating recent inflationary pressures)
 - Therefore, the surfacing works required might run to around **£380,000** built from scratch

- The LHA have already advised that any such proposal would require signalisation of the Main ST / Coddington Road / Avro Road junction – this would likely cost not less than **£200,000**
- To this you would have to add the costs of kerbs, lighting, paving, Traffic Regulation Orders, and land acquisition
- Conservatively, I cannot see a final cost less than **£1 million** (potentially much higher)
- Even if the Parish Council had these funds available, I imagine it would justify the Parish Council funding such works as being value-for-money (especially where the LAP and LHA have already been consulted on the matter at length)

Essentially, there are numerous reasons why this proposal is unlikely to be viable -practical, policy-related and financial. It is beyond the scale of any works I've previously seen conducted or supported by a Parish Council, and it would go directly against the previous consent issued by your both the District (on the advice of your County Council).

Were you to want to pursue matters, the only recommendation I could make would be to discuss this aspiration with any Developers considering further, strategic housing development within Fernwood (i.e. sites with several hundred additional dwellings).

I must caution that no developer is going to be keen on funding works that are not strictly required to support their proposal. However, it is possible that, at some point, the village may grow to such an extent that additional access routes are required. At that point, the rebuilding of Hollowdyke Lane may become a more viable proposal. Realistically, this route is the only one which I see as offering a viable way to pursue matters.

Whilst I appreciate the above may not be the answer your Members are hoping for, I hope it is clear and detailed enough for your current purposes. If Members have any brief queries, they would like me to answer, I would be willing to do so. However, unless we agree Fees for a paid consultancy contract, I trust they will appreciate that I can only offer a small amount of my time in relation to this matter.

Best regards

REDACTED

From: REDACTED@newark-sherwooddc.gov.uk>
Sent: Wednesday, July 19, 2023 4:04 PM
To: REDACTED
Subject: Allocations and Development Management DPD Update

Dear Sir/Madam,

Further to the Cabinet meeting held on 11th July 2023, please see below the agreed timetable for the Allocations and Development Management Development Plan Document.

PLAN REVIEW TIMETABLE
Consideration of the Draft DPD <i>Cabinet 19th September</i> <i>Full Council Additional Meeting 20 September</i>
Publication of Draft DPD (and final Integrated Impact Assessment) for period of Public Representation (September/October/November 2023)
Consideration of representations and any potential amendments
Submission of DPD to Secretary of State (December 2023) <i>Full Council 12 December</i>
Pre-Hearing Period January to March 2024
Examination by Inspector (April 2024)
Consultation on Main Modifications (June/July 2024)
Receipt of Inspector's Report (September 2024)
Adoption and Publication (October 2024)

If you have any questions please contact REDACTED [@newark-sherwooddc.gov.uk](mailto:REDACTED@newark-sherwooddc.gov.uk)

Kind regards,

REDACTED

Planning Policy and Infrastructure Support Officer

Planning Policy and Infrastructure

Newark and Sherwood District Council

REDACTED

www.newark-sherwooddc.gov.uk



From: REDACTED@nottscc.gov.uk>

Sent: Wednesday, July 26, 2023 9:22 AM

Subject: Advance notice of public consultation on the Nottinghamshire and Nottingham Waste Local Plan

Ref: Advance notice of public consultation on the Nottinghamshire and Nottingham Waste Local Plan – Wednesday 30th August till Wednesday 11th October 2023

Nottinghamshire County Council and Nottingham City Council has a statutory duty to publish an up-to-date Waste Local Plan – a blueprint for future waste facilities in the area up to 2038. We have completed a number of stages of public consultation on a new Waste Local Plan since 2020, with the most recent public consultation on the draft version of the waste plan in February 2022.

As a result of the comments you submitted - relating to the content of the draft plan, you are receiving advanced notification of the next stage of public consultation which will be open between **Wednesday 30th August till Wednesday 11th October 2023**

The public consultation on the 'Publication Version' of the waste plan is seeking views on whether the plan is legally compliant and considered 'sound'. There will be specific guidance on the County Council's website at **Nottinghamshire.gov.uk/waste** to help you understand the tests of soundness.

We would encourage you to submit your representations online via our consultation system as this will allow you to add representations to specific sections of the plan and in the correct format. As an alternative, representations can be sent either as a word document or PDF via email, however they will need to be presented in the correct format. See guidance on our webpage - **Nottinghamshire.gov.uk/waste**. Submitting representations electronically aids in the speed and effectiveness of the consultation process. Please note that all representations will be made public.

Further details of how to get involved in the consultation can be found at **Nottinghamshire.gov.uk/waste**. You will receive a further reminder prior to the public consultation opening.

If you no longer wish to be informed about the development of the Waste Local Plan, please get in touch. Alternatively, if you wish to receive future notifications electronically, please send an email to planning.policy@nottscc.gov.uk

Yours faithfully

REDACTED

Principal Planning Officer | Planning Policy

Place | Nottinghamshire County Council

County Hall | Loughborough Road | West Bridgford | NG2 7QP



From: REDACTED @nottsc.gov.uk>

Sent: Wednesday, August 30, 2023 8:33 AM

Subject: Notice of public consultation on the Nottinghamshire and Nottingham Waste Local Plan

Dear Sir or Madam,

Nottinghamshire County Council and Nottingham City Council has a statutory duty to publish an up-to-date Waste Local Plan – a blueprint for future waste facilities in the area up to 2038. We have completed a number of stages of public consultation on a new Waste Local Plan since 2020, with the most recent public consultation on the draft version of the waste plan in February 2022.

You are receiving notification of the next stage of public consultation as you are either a statutory consultee or submitted comments previously to one of our consultations for the new Waste Local Plan. The public consultation on the Pre-submission draft Waste Local Plan will be open between **Wednesday 30th August till Wednesday 11th October 2023. We must receive your representations before 11:59pm on Wednesday 11th October 2023. Representations received after this cannot be accepted.**

The public consultation on the Pre-Submission Draft version of the waste plan is seeking views on whether the plan is legally compliant and considered 'sound'. As a result, representations need to focus on:

1. Is the plan legally compliant?

Issues to consider before making a representation on legal compliance include:

- Has the Local Plan followed the key stages as set out in the authorities Local Development Scheme.
- Is the Local Plan in general accordance with the authorities Statement of Community Involvement.
- Has the authority prepared a Sustainability Appraisal.
- Does the Local Plan comply with all other relevant requirements of the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.

2. Is the plan considered 'sound' namely that it is:

- Positively prepared – providing a strategy which, as a minimum seeks to meet the area's objectively assessed needs, and is informed by agreements with other authorities, so that unmet need from neighbouring authorities is accommodated where it is practical to do so and is consistent with achieving sustainable development.
- Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence.

- Effective - deliverable over the plan period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.
- Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in the NPPF.

You can find a more detailed guidance note and video on the County Council's website at [Nottinghamshire.gov.uk/waste](https://www.nottinghamshire.gov.uk/waste) to help you understand the tests of soundness.

We would encourage you to submit your representations online via our [consultation system](#) as this will allow you to add representations to specific sections of the plan and in the correct format.

Alternatively, representations can be sent either as a word document or PDF via email, however they will need to be presented in the correct format. There is a representation form that you can download and complete on our website at- [Nottinghamshire.gov.uk/waste](https://www.nottinghamshire.gov.uk/waste) and we would encourage you to use this. Submitting representations electronically and in the correct format will aid in the speed and effectiveness of the consultation process. Please note that all representations will be made public.

Hard copies of the Pre-Submission Draft Waste Local Plan can also be viewed at County Hall, Loxley House, District/ Borough Council offices and at the following libraries during normal opening hours: Arnold, Aspley, Basford, Beeston, Bilborough, Bingham, Clifton, Dales Centre, Hucknall, Hyson Green, Kirkby in Ashfield, Mansfield, Newark, Radford-Lenton, Retford, Southglade Park, Southwell, Sutton in Ashfield, St Ann's Valley, Strelley Road, The Meadows and West Bridgford.

If you no longer wish to be informed about the development of the Waste Local Plan, please send an email to planning.policy@nottscc.gov.uk

Yours faithfully

REDACTED

Principal Planning Officer | Planning Policy

Place | Nottinghamshire County Council

County Hall | Loughborough Road | West Biridgford | NG2 7QP

From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>

Sent: Tuesday, August 1, 2023 1:39 PM

To: REDACTED

Subject: FW: Kenny Close sign

Good afternoon,

Thank you for your message. I'm grateful that you have brought this to my attention and am sorry to hear that the sign may have been vandalised. I will let the parish councillors know about this issue.

I think you have done the right thing contacting N&SDC regarding getting the sign re-cemented in.

The other things that you could do if you suspect vandalism are:

- Let the antisocial behaviour team know at Newark and Sherwood District Council – Email customerservices@newark-sherwooddc.gov.uk and head your email FAO Antisocial behaviour (ASB) team.
- Call 101 and or email newarknpt@Notts.Police.uk to let the local police beat team know.

It is vital that ASB is reported to them so they can allocate resources to tackling such issues.

The parish council has the power to spend money on crime detection and prevention measures should this ever be necessary but I'm hopeful that this was an isolated incident. Should there be any further issues in your area, please let me know.

Best wishes,

Marion Fox Goddard

Parish Clerk and Responsible Financial Officer

From: team@hugofox.com <team@hugofox.com>

Sent: Saturday, July 29, 2023 12:35 PM

To: office@Fernwood-pc.co.uk

Subject: Contact via HugoFox

Dear Parish,

You have received the following message from **REDACTED**

I found that the Kenny Close street sign was laying on the ground this morning, Saturday 29 July, and have reported this to Newark & Sherwood District Council. Their report reference is ESB 5168788. On speaking to a neighbour he told me he heard a lot of noise close to the street sign at approximately 23.30 Friday night so it seems very likely the street sign was vandalised. My neighbour has stood the sign up but it requires cementing in position. Would you please let me know if measures can be taken to avoid future problems with this street sign.

This message was sent from the following page: [View Page](#)

-----Original Message-----

From: REDACTED

Sent: Tuesday, August 22, 2023 11:11 AM

To: office@fernwood-pc.co.uk

Subject: Re Doctors Surgery

Good Morning

We are writing with concern about Balderton Primary Care as we live on Fernwood and we are never able to make an appointment for either myself or my husband. Today we rang to be told they have appointments available in two weeks time!

They said that we could call tomorrow to try and get an emergency phone call but again when we have tried this before at 8am in the morning and was advised that they have all gone.

A while ago we attended a Fernwood Parish Council meeting and asked if Fernwood would be getting a doctor's surgery we were told no as Balderton Primary Care has the capacity to take on all the additional development of Fernwood, clearly this is not the case and we have major concerns going forward.

We appreciate if this could be raised once again at the next Parish Council meeting as we feel this is a major issue for residents of Fernwood.

Kind Regards

Sent from my iPhone

From Redacted@viaem.co.uk>

Sent: Tuesday, August 29, 2023 12:23 PM

To: Hannah Barrowcliff <Hannah.Barrowcliff@viaem.co.uk>

Subject: Winter Maintenance - Newark & Sherwood

Note for locum clerk – check with Malcolm on grit. I don't think we used much last years so don't think we'll need any

Dear Sir / Madam,

Winter Service 2023/2024 - Offers to Assistance to Parish Councils

I am pleased to advise that Via East Midlands on behalf of Nottinghamshire County Council (NCC) will be continuing its offer of assistance to Parish Councils in the County as part of its Winter Service. These include:

- 20kg bags of salt to be provided to Parish Councils for use as they see fit in icy or hazardous conditions.
- Bulk bags of salt (nominal tonne) to be provided to Parish Councils for use as they see fit in icy or hazardous conditions.
- The opportunity to purchase blue grit bins.

It is also an intention to continue with the existing arrangements with Snow Wardens and Farmers; and they will be contacted by a separate note.

Bagged salt (20kg bags)

Each Parish Council will be entitled to receive up to 5 x 20kg sealed bags as requested and this will be provided free of charge. Further 20kg bags over and above the five free ones can be purchased at the cost of £5 + VAT per bag and should be ordered at the same time as the free bags in order to minimise transport costs.

Bulk bags of salt (nominal tonne)

Bulk bags will again be offered at a cost of £55 + VAT per bag which again includes delivery. Bags are of the 'durable' type used by builder's merchants for sand, stone etc and are open at the top so you will need to consider storage when ordering these. It should be noted that the bulk bags are delivered on a large lorry so please ensure that the delivery location is suitable for access by an 18-tonne vehicle.

Blue grit bins

Blue grit bins can be purchased at a cost of £155 + VAT. This includes delivery and the initial filling of the bins. These bins will become the property of the Parish Council and NCC holds no responsibility for future maintenance or filling of the bins. The bins can be placed on the highway (locations will be inspected and agreed prior to their placement) or on private land, to serve the needs of the community.

Should you wish to take advantage of this year's scheme, please find attached / enclosed the order form.

It should be noted that orders received after **2nd October 2023** we cannot guarantee a swift turnaround in delivery due to the limited resources available during the winter period.

I would be grateful if you could fully complete the relevant sections to ensure a smooth delivery process and to return the form to **Business Support** (Business Services and Transformation) the following means:

Email: Redacted

Post: Via East Midlands Limited, Bilsthorpe Business Park, Bilsthorpe, Nottinghamshire, NG22 8ST

I look forward to your continued support and assistance to help us deliver an effective service this winter.

Kindest regards,

Business Support

Business Services and Transformation

On behalf of Kevin Heathcote, Environmental Team Manager, Highway Operations