



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

You are summoned to attend the next meeting of the Parish Council to be held on Monday 19<sup>th</sup> July 2021 commencing at 7pm. This meet will be held in the small hall of Fernwood Village Hall.

*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.*

The meeting can be accessed via Zoom: <https://us02web.zoom.us/j/81618898555> Meetings are being streamed online to make it easier for people to access. If there is a meeting you are interested in, you can watch it from the comfort of your home. Covid restrictions are still in place so for those that want to attend in person, spaces will be limited and there is a chance you may need to wait for space to be free.

**Marion Fox Goddard, Fernwood Parish Clerk, Tuesday 13<sup>th</sup> July 2021**

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

102. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press
103. Public Forum
104. Apologies for absence
105. Declarations of interest
106. Approval of the minutes of the last Parish Council meeting of 16<sup>th</sup> June 2021
107. Councillors' & Clerk's Reports
108. County Councillor and District Councillors reports
109. Finance
  - a. Bank reconciliation for the year to date to be noted
  - b. Items of income to be noted
  - c. Items of expenditure paid by Direct Debit/Standing Order to be noted and items of expenditure approved under delegated powers since the last meeting – to be noted
  - d. Items of expenditure for consideration
    - i. Keys for regular hirers/New lock – Council to decide on the preferred option
    - ii. Hi-vis vests for volunteer litter picks
    - iii. Derry Woodland (Revised area)
    - iv. Washroom services

- e. Financial review – 1<sup>st</sup> April to 30<sup>th</sup> June 2021 and revised forecast for 2020/21 for consideration

110. Planning and Licensing

- a. To consider the following applications:

<a href="#">21/01353/HOUSE</a>	25 Dale Crescent Fernwood	Proposed two storey extension to the rear elevation, with a single storey lean to extension to create front porch
<a href="#">21/01409/HOUSE</a>	24 Dale Way Fernwood	Proposed replacement of conservatory roof
<a href="#">21/01461/FUL</a>	Field At Great North Road Fernwood	Diversion of an existing oil pipeline.

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

<a href="#">21/01045/HOUSE</a>	16 Oakfield Road, Fernwood	Retrospective application for timber framed undercover alfresco area in rear garden	Grant Full Planning Permission
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111. Village Hall Management Group Minutes and Energy Performance Certificate to be noted

112. Purchase of woodland behind the nursery – Council to review the decision made on February 15<sup>th</sup>, 2021, to pay a fixed amount for the Woodland behind the nursery. As the parcel of land in question has now been increased, Council to decide on revising the offer to the current landowner.

113. Update on what is being done to tackle antisocial behaviour and the suggestion of using Kickstart scheme

114. Policies/procedures

New Documents for consideration

- a. Performance Policy
- b. Volunteer Litter Picking Risk Assessment

Existing Policies for review

- c. Fernwood Parish Council Publication Scheme
- d. Grievance Panel – Council to agree which Councillors would sit on this (should there ever be a grievance to be considered)

115. Correspondence

- a. Letter from Robert Jenrick MP. Regarding the Platinum Jubilee Civic Honours Competition
- b. Email from Chuter Ede Fernwood confirming emergency arrangements
- c. Update from NSDC on the LGA Model Code of Conduct
- d. Feedback from NSDC regarding implementation and compliance of planning conditions regarding protection of wildlife
- e. Update email from Nottinghamshire County Council on road safety measures for B6326/Suthers School
- f. Message received regarding litter bins and dog bins – not being replaced and more needed

116. To resolve to exclude the public from the remainder of the meeting to discuss village hall pricing including commercially sensitive information provided by local competitors.

**Confidential item**

117. To consider a new pricing proposal for the Village Hall



**MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING**  
**held on 16<sup>th</sup> June 2021 at 7.45pm**  
**at Fernwood Village Hall**

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

County Councillor: J. Lee (left after item 94)

Clerk: Marion Fox Goddard

NSDC Officer: Lynne Oxlade (left after item 98)

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

**89. Public Forum**

One person joined the meeting via Zoom but did not raise any issues in the public forum.

**90. Apologies for absence**

District Councillor Mison.

**91. Declarations of Interest**

Councillor Cullen's children go to the same school as one of the pop-up providers (item 99), so he knows this person.

**92. Approval of the minutes of the Parish Council meeting on 17<sup>th</sup> May 2021 and the Annual Parish Council meeting held on the same date**

The Annual Parish Council minutes were approved as accurate record and Councillor B. Smith signed them. Proposer: M. Weale, Seconder: D. Harrison, RESOLVED unanimously.

The Parish Council minutes were approved as accurate record and Councillor B. Smith signed them. Proposer: R. Cullen, Seconder: J. Newton, RESOLVED unanimously.

### 93. Councillors & Clerk Reports

*Councillor Harrison* – The village hall fence is bowing. The woodland behind the nursery looks messy; the long grass seems to be encouraging littering.

*Councillor Micah* – The signpost on William Hall Way behind the Tawny Owl needs repair.

*Councillor Smith* – Concerned with respect to comments on the local Facebook group regarding children using sticks to threaten other children on the village green. Suggested CCTV should be considered for this area. Reported that the next Fernwood Residents' Association meeting has been changed to June 30<sup>th</sup> at 7pm in the Village Hall. This will be for Committee members only due to Covid 19 restrictions.

*Clerk to ask the Village Hall Management Group to look at the fence. Clerk to ask landowner to arrange mowing of the verges. Clerk to contact NCC regarding the sign and arrange a meeting with our local Police officer and NSDC's antisocial behaviour team.*

Clerk's report	Agenda Item
Village Hall transfer from NSDC to Fernwood Parish Council – NSDC has responded to some of the queries from our solicitor.	19/287b
Clerk wrote to Barratt David Wilson Homes requesting the transfer of the open spaces in central Fernwood as per the section 106 agreement. BDWH have agreed to move forward this and met with Newark and Sherwood District Council (NSDC). They committed to providing NSDC and the Parish Council with a plan of which spaces are still in their ownership that can be transferred and paperwork regarding the terms that will have to be transferred by the end of May. NSDC aim to take this to their committee in June for a decision (should this meeting date be missed, we will have to wait another 3 months). On receipt of the plans, Clerk will arrange a meeting with Fernwood Parish Council's legal advisors to discuss this. No further movement since the last meeting.	21/46c
Derry's woodland purchase - Still awaiting map of the area that is being sold to Marron Court residents so that we can have the area the Parish Council is purchasing mapped. No further movement since the last meeting. We have now received a report from the Wildlife Trust on how to enhance the area for wildlife. They have also asked if there was a list of species in the meadow and if not, whether a botanical survey could be done. <i>Clerk to investigate.</i>	21/30
Covid 19 Update – Most regular users back using the hall. Party bookings are being taken but we will adhere to Government guidelines should the road map dates change. (There have been some cancellations due to step 4 being delayed).	20/33
Streetlights that are out on the path between Dale Way and Rubys Avenue – This has been raised with the owner of these lights. Once the woodland sale has been completed the Parish Council will be able to arrange repair if the owner has not done so in the meantime. Clerk has met with Via to obtain a more accurate costing. Meeting held with electrician – still awaiting quote. Nottinghamshire County Council have asked for details of what we are purchasing to be able to move their quote/potential adoption forward – awaiting detail from the vendor so we cannot move this forward.	20/114g
Parish Council Meetings – Costing has been requested for fixed microphone/camera/computer solution for conducting hybrid meetings in the small hall	21/45
Bike racks have been installed at the village hall.	21/55

Training for Councillors – List of available courses has been sent to all Councillors – awaiting feedback from all Councillors before booking. Chairman refresher training has been booked.	21/56
Litter picking – still awaiting bin that was been requested from NSDC. The church has offered to do a litter pick. Clerk to promote once the bin has been received. Strawsons confirmed that they did a litter pick/removed the toilet on their land w/c 31/5/21	21/61d
Wildlife corridors – Nottinghamshire Wildlife Trust (NWT) has provided details of correspondence between their organisation and NSDC regarding the Barratt David Wilson Homes application including suggestions for work needed to preserve wildlife and suggested conditions if NSDC voted in favour the application. The decision notice for 14/00465/OUTM covers the conditions NWT requested. Clerk has asked Barratt David Wilson Homes for details of when hedgerows will be replaced and if there are plans for wildlife corridors and contacted NSDC on monitoring of such planning conditions. The need for wildlife corridors was raised with Persimmon Homes during their recent consultation – their response can be read <a href="#">here</a> .	21/61e
Metal dog bin replacements – have been delivered. Awaiting installation date.	85 di
Corner Hollowdyke Lane/Phoenix Lane – still unclear who is responsible for what. Barratt David Wilson Homes (BDWH) have said they will check what their 278 agreement covers. Awaiting land transfer plans from BDWH which may also shed some light on this.	87e
Townhill Square/Cormack Lane adoptions – NCC has said we need to ask the developer for an update. This has been requested from BDWH. Feedback has been received for Cormack Lane but further investigation is required as it is still not clear why one part has not been adopted. No feedback for Townhill Square yet.	
Liaison meeting held with Barratt David Wilson Homes on 8/6/21 with the following updates: <ul style="list-style-type: none"> <li>• Changes to the Goldstraw likely to start end of June (will take 2-3 weeks, traffic control will be in place)</li> <li>• Via East Midlands have written to BDWH regarding changes required to the signage on Hollowdyke Lane including the suggestion for a 30mph limit (20mph should not have been put there).</li> <li>• Footpath from Spring Drive to Thomas Road (along Hollowdyke Lane) – still no date for delivery. (Clerk has emailed Via to ask for help with getting this done)</li> <li>• Sign to make numbering clearer on Phoenix Lane – has been installed but is incorrect – a replacement has been ordered.</li> <li>• Infrastructure work (roads etc) being delivered near Chuter Ede School in preparation for the developer to start the second phase of this development.</li> <li>• More houses are being built in the first phase (towards the pumping station).</li> </ul>	

#### 94. County Councillor and District Councillors Reports

*Cllr Lee* - B6326 Bridge just over the A1 towards Balderton has been reported for grass cutting and maintenance due to visibility -now with the maintenance team for action. Cross Lane reported waiting for inspection. Received complaints regarding County Council grass cutting. Scheduled as follows: Balderton - last cut 17/05/2021, next cut 03/08/202, Balderton visibility cuts A/B roads classified roads - last cut 20/04/2021, next cut 20/07/2021

Speed bumps in Fernwood have been reported and waiting for inspections. Request for speed signs heading towards the new school. Speed enforcement request heading towards new school requested. Ongoing conversations with the YMCA about youth activities in the area. Members of the Transport and Environment Committee voted unanimously to approve the development of an enhanced partnership with local bus operators and to sign up to a statement of intent from 1 July 2021. The County Council is already investing in electric buses and has six in total. The Council has also successfully bid for government funding on behalf of local bus companies for a total of 72 buses to be retrofitted with 'clean bus technology' by the end of the summer 2021. A total of £48m will be invested into the highways and transport network throughout Nottinghamshire for 2021/2022. Residents urged to have their say on Nottinghamshire's future: Residents will be at the centre of Nottinghamshire County Council's Plan which will set out its priorities for the next four years. This summer, all Nottinghamshire residents will be invited to have their say on how council services should be prioritised and delivered – both in the short term as we recover from the pandemic, and longer term, to build a more healthy, prosperous and greener county. Every householder will be able to take part through a survey that will be available online or by collecting a printed copy from any of the county's libraries.

*The Council resolved to move item 98 before item 95 on the agenda.*

**98. Discussion regarding recent hate crimes and decision on how the Council can help tackle this**

Prior to the meeting Councillor Micah, Councillor Newton and the Clerk had met with the residents who had raised this issue due to the importance of understanding and tackling the problem. Lynne Oxlade, Newark and Sherwood District Council's Antisocial Behaviour Officer discussed this issue with the Council and everyone was in agreement that Fernwood Parish Council needs to work with NSDC, NCC, local schools to help tackle this issue. The following actions were agreed:

- Newsletter to be issued to all households - to be drawn up to raise awareness of the antisocial behaviour issues in the village, requesting residents' help to tackle this – *Clerk to work with NSDC/Police to ensure suitable wording/advice is used*
- Schools – Meeting to ensure they are aware/discuss suggestion of a signage competition/education around this area *Clerk to contact the school to arrange a meeting*
- Diversity and Respect Event in the summer holidays – The Council can help with this but will not be able to lead the co-ordination – *Clerk and Lynne to liaise with the resident who made the suggestion to move this forward with the help of NSDC/NCC.*
- CCTV – *Lynne to see if the mobile camera can be used over the park.*

## 95. Finance

a. Bank reconciliation– noted.

**Bank Reconciliation  
Fernwood Parish Council**

Period Ending 31-May-21

Prepared by: *Marion Fox Goddard, Clerk*

Date: 07 June 2021

Approved by: Date: **Balance per bank statement as at 31-May-2021**

	£	Total £
TSB Current Account - Parish Council	£18,129.03	
TSB Reserve Account - Parish Council	£125,384.76	
Unity Trust - Parish Council	£68,997.15	
TSB Current Account - Village Hall	£6,236.59	
TSB Reserve Account - Village Hall	£7,165.94	
Unity Trust - Village Hall	£14,506.85	
Nationwide	£83,573.71	
Clydesdale and Yorkshire	£85,000.00	
Petty Cash	None held	
		<b>408,994.03</b>
<b>Less: any unpresented cheques/BACS payments at 31-May-2021</b>		<b>£0.00</b>
<b>Add: any unbanked cash / cleared cheques at 31-May-2021</b>		<b>£0.00</b>
<b>Net bank balances as at 31-May-2021</b>		<b><u>£408,994.03</u></b>

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

**CASH BOOK**

Opening Balance	£324,564.58
Add: Receipts in the year	£99,117.07
Less: Receipts from 2020/21*	-£58.50
Less: Payments in the year	£14,629.12
<b>Closing balance per cash book as at 31-May-2021</b>	<b><u>£408,994.03</u></b>

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

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

\*£58.50 cheque received in 2020/21 but paid in in 2021/22

b. Income 2021/22		£
Regular Hire		£2,260.80
Other Hall Hire		£1227.25
CIL		£59,615.59
Precept		£35,809.50
Interest		£35.43
Advertising income		£110.00
<b>Total</b>		<b>£99,058.57</b>

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries (June)			4597.68	BACS
<b>Parish Council</b>					
Apogee	Copies	8.22	1.64	9.86	BACS
BNP Paribas	Copier/printer hire	334.24	66.85	401.09	BACS
G & S Signs	Sign	45.00	9.00	54.00	BACS
Rural Community Action Nottinghamshire	Membership	95.00	19.00	114.00	CARD
Nottinghamshire ALC	Training Course	6.80		6.80	BACS
SLCC	Training Course	50.00	10.00	60.00	BACS
Zoom	Online meeting platform	11.99	2.40	14.39	CARD
<b>Village Hall</b>					
1&1	Email provider & domain	25.95	5.19	31.14	BACS
Buildbase	Paint	94.65	18.93	113.58	CARD
Brighter Bills	Mobile Phones	27.98	5.60	33.58	BACS
DCR	Heating repair	120.00	24.00	144.00	BACS
Lemonfresh Household Services	Relief Cleaning	25.00		25.00	BACS
NSDC	Waste Collection	110.36	22.08	132.44	BACS
Parrs	Bike Rack	73.00	14.60	87.60	BACS
Waterplus	Water	70.65		70.65	BACS

#### d. Items of Expenditure considered

Expenditure	Budget Area	Total £	Decision
i. Washroom Contract	Service Waste and Hygiene Services	447.94 per annum	Unanimously agreed to award a 3-year contract to Initial Hygiene. Prop.: M. Weale, Sec.: J. Newton
ii. 5 Year Fixed Wire Testing	Maintenance	1032.00	Unanimously agreed to choose Viking Electrical. Prop.: J. Newton, Sec.: D. Harrison

Expenditure	Budget Area	Total £	Decision
iii. Legionella Contract Extension	Legionella Management	894.00 per annum	Unanimously agreed. Prop.: H. Micah Weale, Sec.: R. Cullen
iv. CCTV Camera Replacements	CCTV	135.00	Unanimously agreed to just replace the camera in the foyer and only have one camera in the small hall rather than two. Prop.: J. Newton, Sec.: D. Harrison
v. EPC assessment	Hall – individual items	195.00	Unanimously agreed. Prop.: H. Micah, Sec.: J. Weale
vi. Honour Board	Parish Council – Individual items		Decision deferred.

*Clerk to organise purchase of these items/arrange contracts and obtain quotes for honour boards based on Councillor suggestions.*

## 96. Planning

### a. Planning applications considered:

<a href="#">21/01045/HOUSE</a>	16 Oakfield Road Fernwood	Retrospective application for timber framed undercover alfresco area in rear garden	The Council noted the application but agreed no feedback required with this being retrospective.
<a href="#">21/01256/RMAM</a>	Phase 3B - Greater Fernwood Development Land North and East of Existing Fernwood Development Fernwood Newark South of A1 & West of Railway Line	Reserved Matters Application for 242 Dwellings (Partial Re-Plan of 20/01306/RMAM and 18/00526/RMAM), Phase 3B Greater Fernwood	All Councillors abstained but agreed that the Council should ask NSDC's planning committee to take into account feedback that they receive from Fernwood residents regarding this application.

*Clerk to send feedback to NSDC.*

### b. The Council noted the following decisions made by Newark and Sherwood District Council

<a href="#">21/00597/FUL</a>	Unit 5, Rubys Avenue Fernwood	Change of use from cafe/bistro to hot food takeaway and installation of extraction duct	Grant Full Planning Permission
<a href="#">21/00746/HOUSE</a>	44 Youngs Avenue, Fernwood	Remove 1m fence, erect 1.8 metre fence.	Grant Householder Application

## 97. Policy Review

- a. New LGA Model Code of Conduct – NSDC and NALC have yet to give formal feedback on this so the Clerk suggested we should continue with the current Code of Conduct and consider how to proceed once NSDC and NALC have given feedback.

Items reviewed

- b. Publication scheme
- c. Village Hall Fire Safety Policy
- d. Village Hall Fire Emergency Plan

The Councillors unanimously agreed that no changes were required to items b to d. Prop.: H. Micah, Sec.: R. Cullen

*Clerk to publish these on the Council website.*

## 99. Proposal for Pop up Coffee Shop/Café at Fernwood Village Hall and other 'pop ups' at the hall

The Councillors unanimously agreed that pop-up would be a good idea for the village hall and Fernwood.

*Clerk to arrange contract should the proposer choose to proceed.*

## 100. Grant Application – Fernwood Association of Chuter Ede

The Council unanimously agreed to give £375 to Chuter Ede under LGA 1972, S 137.

*Clerk to arrange payment.*

## 101. Correspondence

- a. Email regarding bird scarer going off very early each morning – Clerk to advise the resident to seek advice from NSDC as their website has guidance on this issue.
- b. Email regarding Newark and Sherwood District Council's Health and Community Engagement Team and their plans – noted.
- c. Government call for evidence: Improving broadband for Very Hard to Reach premises - noted

Meeting closed at 21:33

**Next Meeting: Monday 19<sup>th</sup> July 2021, 7pm**

**Bank Reconciliation  
Fernwood Parish Council**

**Period Ending 30-Jun-21**

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

**Date:** 01 July 2021

**Approved by:**




**Date:** 1/7/21

05/07/2021

**Balance per bank statement as at 30-June-2021**

	£	Total £
TSB Current Account - Parish Council	£14,466.52 ✓	
TSB Reserve Account - Parish Council	£40,416.27 ✓	
Unity Trust - Parish Council	£68,240.25 ✓	
TSB Current Account - Village Hall	£5,306.84 ✓	
TSB Reserve Account - Village Hall	£7,167.77 ✓	
Unity Trust - Village Hall	£15,613.84 ✓	
Nationwide	£83,573.71	
Redwood	£85,000.00 ✓	
Clydesdale and Yorkshire	£85,000.00 ✓	
Petty Cash	None held	
		<b>404,785.20 ✓</b>
<b>Less: any unpresented cheques/BACS payments at 30-June-2021</b>		<b>£0.00</b>
<b>Add: any unbanked cash / cleared cheques at 30-June-2021</b>		<b>£0.00</b>
<b>Net bank balances as at 30-June-2021</b>		<b><u>£404,785.20</u></b>

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

**CASH BOOK**

Opening Balance	£324,564.58
Add: Receipts in the year	£101,906.89
Less: Receipts from 2020/21*	-£58.50
Less: Payments in the year	£21,627.77
<b>Closing balance per cash book as at 30-June-2021</b>	<b><u>£404,785.20</u></b>

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

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

\*£58.50 cheque received in 2020/21 but paid in in 2021/22

JULY Clerk's report	Item 107	Agenda Item
Village Hall transfer from NSDC to Fernwood Parish Council – awaiting an update on this.		19/287b
Clerk wrote to Barratt David Wilson Homes requesting the transfer of the open spaces in central Fernwood as per the section 106 agreement. BDWH have agreed to move forward this and met with Newark and Sherwood District Council (NSDC). They committed to providing NSDC and the Parish Council with a plan of which spaces are still in their ownership that can be transferred and paperwork regarding the terms that will have to be transferred by the end of May. NSDC aim to take this to their committee in June for a decision (should this meeting date be missed, we will have to wait another 3 months). On receipt of the plans, Clerk will arrange a meeting with Fernwood Parish Council's legal advisors to discuss this. I understand NSDC have some paperwork, but this has not been shared with the Parish Council. I have written to NSDC to request an update.		21/46c
Derry's woodland purchase – Area for purchase has been expanded. See agenda item 112. I have contacted a company in Grantham who may be able to do a botanical survey.		21/30
Covid 19 Update – Despite the Government lifting restrictions from July 19 <sup>th</sup> , we still need to be careful at the hall as the risk is still there and Covid-19 cases appear to be increasing again. <i>Clerk to review the risk assessment and recommend how we proceed.</i>		20/33
Streetlights that are out on the path between Dale Way and Rubys Avenue – This has been raised with the owner of these lights. Once the woodland sale has been completed the Parish Council will be able to arrange repair if the owner has not done so in the meantime. Clerk has met with Via to obtain a more accurate costing. Meeting held with electrician – still awaiting quote. Nottinghamshire County Council have asked for details of what we are purchasing to be able to move their quote/potential adoption forward – awaiting detail from the vendor so we cannot move this forward.		20/114g
Parish Council Meetings – Costing has been requested for fixed microphone/camera/computer solution for conducting hybrid meetings in the small hall		21/45
Litter picking – see item 114b. We now have a bin and equipment. Risk assessment has been drafted for approval.		21/61d
Wildlife corridors – Clerk has asked Barratt David Wilson Homes for details of when hedgerows will be replaced and if there are plans for wildlife corridors – awaiting feedback. NSDC has responded on monitoring of such planning conditions – see item 115d.		21/61e
Metal dog bin replacements have been installed (Dale Crescent/corner of Reed Close)		21/85 di
Corner Hollowdyke Lane/Phoenix Lane – still unclear who is responsible for what. Barratt David Wilson Homes (BDWH) have said they will check what their 278 agreement covers. Awaiting land transfer plans from BDWH which may also shed some light on this.		21/87e
Townhill Square/Cormack Lane adoptions – No feedback from the developer on Townhill Square. We are still not clear about which parts are adopted on Cormack Lane (in particular the small path at the end of Cormack Lane that leads to Dale Way). This has been raised with Barratt David Wilson Homes.		21/87h
William Hall Way is not adopted so NCC will not repair the sign. NSDC has agreed to contact the landowner to address this.		21/93

# Agenda Item 109 - Finance

Item

109

b. Income 2021/22	£
Regular Hire	3578.15
Other Hall Hire	2246.25
CIL	59,615.59
Precept	35,809.50
Interest	67.77
Advertising income	110.00
Feed in tariff	117.67
VAT reimbursement	361.96
<b>Total</b>	<b>101,906.89</b>

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries (July)			4597.68	BACS
<b>Parish Council</b>					
Apogee	Copies	19.00	3.8	22.80	BACS
Notts ALC	Training	16.80		16.80	BACS
Unity Bank	Bank charges	18.00		18.00	BACS
Plastic Sheets.com	Individual item – replacement Perspex for noticeboard	104.41	20.88	125.29	CARD
Glasdon	Dog bins	546.00	109.20	655.20	BACS
Asda	Petrol	20.95	4.19	25.14	CARD
Zoom	Online meeting platform	11.99	2.40	14.39	CARD
<b>Village Hall</b>					
1&1	Email provider & domain	7.98	1.60	9.58	BACS
Guardian Legionella and Hygiene	Legionella management	174.50	34.90	209.40	BACS
Brighter Bills	Mobile Phones	67.73	13.55	81.28	BACS
SSE	Gas	596.32	29.82	626.14	BACS
SSE	Electric	219.32	10.96	230.28	BACS
NSDC	Waste Collection	55.18	11.04	66.22	BACS
Newark and Sherwood Locksmiths	Individual items – keys	209.66	41.93	251.59	BACS
PHS Group	Waste	235.73	47.15	282.88	BACS
RB Wholesale	Cleaning suppliers	69.58	13.92	83.50	BACS
Lincoln Security	Automatic door service	88.75	17.75	106.50	BACS
Unity Bank	Bank charges	18.00		18.00	BACS
Waterplus	Water	70.65		70.65	BACS

d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
Keys	Village Hall – Individual items	Various options		
20 Hi Vis Vests for Volunteer Litter Pickers	Parish Council – Individual items	43.32	8.66	51.98
Derry woodland and open space	CIL	£19,000 plus up to £1000 legal fees, tree work £1085 subject to land owner paying for the mapping costs		
Washroom services	Waste and Hygiene Services	3 year contract for £326.38 per year plus outright purchase of toilet roll holders £136 plus VAT		

## **Fernwood Parish Council Budget Review for the First Quarter of 2021/22**

### **Introduction**

This document summarises financial activity from 1<sup>st</sup> April to 30<sup>th</sup> June 2021 and compares this to the budget set for the financial year. It also has details of any significant changes to final predicted receipts and payments for the 2021/22 and recommendations for revisions to the forecast.

If you have any questions regarding this document, please email the Parish Clerk and Responsible Financial Officer at [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk). This will be discussed at the Parish Council Full Council meeting on 19<sup>th</sup> July.

Parish Council and Village Hall Payments Budget for 2021/2		Review after 1st Quarter		
Type of Payment	Budget 2021-22	Actual Expenditure up to 30/6/21	Percentage of budget spent	Forecast Revisions @ 1/7/21
<b>Administration</b>				
Salaries and statutory payments:PAYE, NI and Pension	£ 56,500	£ 13,793	24%	£ 56,500
Training	£ 750	£ 67	9%	£ 750
Copier Rental & Printing	£ 1,500	£ 360	24%	£ 1,500
Telephone & Broadband & Website	£ 1,300	£ 314	24%	£ 1,300
Stationery	£ 250	£ 27	11%	£ 250
IT	£ 500	£ -	0%	£ 500
Licences	£ 700	£ 43	6%	£ 700
Postage	£ 25	£ -	0%	£ 25
Expenses & Mileage	£ 300	£ 16	5%	£ 300
Insurance	£ 1,725	£ 1,621	94%	£ 1,725
Bank Charges	£ 150	£ 36	24%	£ 150
Legal	£ 8,500	£ -	0%	£ 8,500
Audit Fees	£ 700	£ 63	9%	£ 700
Individual Items	£ 7,500	£ 1,639	22%	£ 7,500
Memberships: NALC, SLCC etc	£ 850	£ 114	13%	£ 850
<b>Capital Projects</b>				
Signage & Maps	£ 500	£ -	0%	£ 500
Derry land purchase	£ 20,000	£ -	0%	£ 20,000
Street Lamp/path repairs	£ 19,000	£ -	0%	£ 19,000
<b>Dale Crescent/Grounds Maintenance</b>				
Play equipment (checks and maintenance)	£ 300	£ -	0%	£ 300
Ground Maintenance (Grass & Trees)	£ 8,500	£ 25	0%	£ 8,500
<b>Section 137 Grant</b>				
	£ 3,000	£ 375	13%	£ 3,000
<b>Promotional Activities</b>				
Publications	£ 1,500	£ -	0%	£ 1,500
Events	£ 500	£ -	0%	£ 500
<b>Village Amenities</b>				
Defibrillator maintenance	£ -	£ 104		£ 250
Dog Bin Emptying	£ 2,900	£ 655	23%	£ 2,900
Neighbourhood Watch / CCTV	£ -	£ -	0%	£ -
<b>Village Hall</b>				
Advertising	£ 500	£ -	0%	£ 500
Waste Removal	£ 1,400	£ 199	14%	£ 1,400
Legionella Testing	£ 1,000	£ 209	21%	£ 1,000
Maintenance including Boiler, CCTV and Intruder Alarm etc	£ 2,300	£ 1,084	47%	£ 2,300
One off Maintenance Services (e.g. PAT, Fixed electrics)	£ 2,000	£ 576	29%	£ 2,000
PHS Hygiene Solutions and Cleaning Products	£ 1,200	£ -	0%	£ 1,200
General cleaning	£ 2,100	£ 95	5%	£ 2,100
Utilities	£ 5,000	£ 212	4%	£ 5,000
<b>Total Budget</b>	<b>£ 152,950</b>	<b>£ 21,628</b>	<b>14%</b>	<b>£ 153,200</b>
<b>Key/Notes</b>				
Yellow indicates changes from original budget				

1

<sup>1</sup> The table on the previous pages shows the agreed payments budget for 2021/22, payments made up to 30/6/21 and this represented as a percentage of the total budget. Where revisions are suggested, this is highlighted in yellow. On payments, the predicted change in the final outcome for the year is negligible but this gives the Council insight into activity in the first quarter.



### Explanations for Suggested Forecast Revisions<sup>3</sup>

<b>Expenditure</b>	<b>Reason for changes</b>
Defibrillator Maintenance	Expenditure code added for defibrillator maintenance as this was omitted from the original budget.

<b>Income</b>	<b>Reason for changes</b>
CIL	The Community Infrastructure levy received in April was slightly more than originally forecast. This is reliant on the figures we get from NSDC on this, but this is a relatively insignificant change (less than 1% increase) so causes no concern.
Other Hire/Event	Forecast income for 2021/22 has been increased by £4000 to £6000. When originally budgeting, this was set at a very low level due to Coronavirus uncertainty. Bookings have significantly increased over the last 3 months with the country moving towards having no lockdown measures in place. This is still a relatively low amount for ad hoc hires (2019/20 figure was £9822).
Grants	Newark and Sherwood District Council has advised that the Parish Council is not eligible for restart grants so unless Government policy changes, we are unlikely to receive any further 'Covid 19 grants'.
Interest	Not originally in the forecast. This has now been added so the Council can monitor income from recent savings accounts that have been opened along with the TSB reserve accounts.
Advertising Income	Not originally in the forecast. This has now been added so the Council can monitor income from advertisers in the Fernwood Gazette.

### Conclusion and Recommendation

The changes suggested do not represent a significant change to the overall budget. It is recommended that the Council note the revised forecast and the Clerk shall conduct a further budget review at the end of the next quarter. This will be presented at the Parish Council meeting in October 2021.

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<sup>3</sup> On this page, I have explained where I foresee a change in the overall outcome for the year based on activity for the 1<sup>st</sup> quarter.

**Fernwood Village Hall Management Group**

June 21<sup>st</sup>, 2021

Present (Virtual using Zoom): **Councillors** – Ryan Cullen, Jim Weale and Mollie Weale

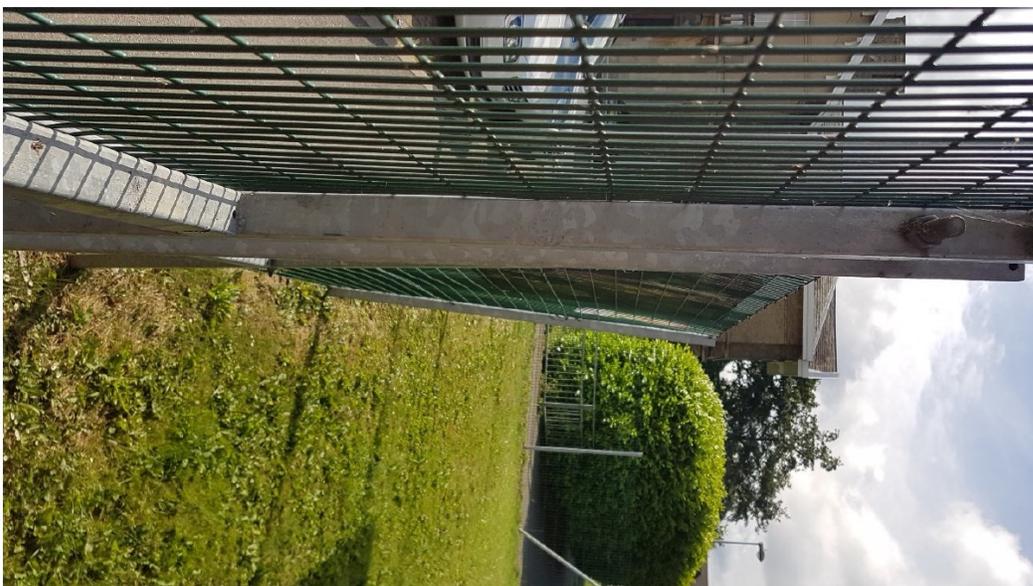
**Community representative** - Cheryle Mack

**Fernwood Community Church representative** – Carl Meacham

**Staff** – Malcolm Dickinson, Marion Fox Goddard

	Issue	By whom	By when
1	<b>Approval of the Minutes of the previous meeting 12/4/21</b> The minutes were approved.		
2	<b>Matters Arising</b> Fernwood Trail – 2 regular hirers and Lancaster Grange have expressed interest in this project. Suggested meeting dates to be sent to Marion  BT mesh WIFI boosters – Ryan will suggest an ethernet cable for Marion to purchase  Car Park flower beds – a volunteer has kindly offered to help with these and the work he has done so far is very good. New plants to be organised.  Bike rack – Malcolm has installed this.  Stationery supply – Paper can be ordered from Primeprint  EPC rating – assessment being done 22/6/21	Carl  Ryan  Marion    Marion	ASAP  ASAP  ASAP    Ongoing
3	<b>Covid Secure Venue Update/Bookings</b>  As Step 3 has been extended, we have had to cancel parties in June/July.  The following regular bookings have restarted:  U3A Tai Chi (21/6) Slimming World (27/6)  New 'pop ups' have been agreed: <ul style="list-style-type: none"> <li>• Beyond Coffee in back car park Mondays 7.30-10.30am from 28/6</li> <li>• Sweet Gs cake sales in back car park Sundays 1-3pm from 4/8</li> <li>• Bakehouse Barista – Friday &amp; Saturday morning (once a month) from September</li> </ul>		
4	<b>Hall Transfer Update</b> Andy Hardy has said NSDC are likely to accept a similar overage as what was agreed for Coddington Community Centre. Approval been made by NSDC committee. Finer detail needs to be agreed by a director at NSDC.		
8	<b>Charging/Peak Times Review</b> Clerk has done the research on this and will take this to Full Council's next meeting for a decision.	MFG	19/7/21
9	<b>Hall Extension</b>  Marion had sketched 3 options. The group agreed the next step would be to get quotes for an architect to design options taking into account the requirements: <ul style="list-style-type: none"> <li>• Accessible without going through main building.</li> <li>• Disabled toilet with nappy change facility</li> <li>• Sink and cupboards for drink making facilities.</li> </ul>	MFG	ASAP

	Issue	By whom	By when
	<ul style="list-style-type: none"> <li>• Lockable users' storage cupboard.</li> <li>• Storage cupboard for tables &amp; chairs</li> <li>• Lockable storage cupboard for items currently in the containers (some hazardous petrol, lawnmowers etc.)</li> <li>• Another room for hire – ideally bigger than the small hall and a better shape.</li> <li>• Keep plant room where it is currently. (Ideally village hall staff access only. i.e., user room to have different access point).</li> <li>• New room same square meterage as small hall (approx. 45 square metres) or more but a better shape.</li> </ul> <p>Consultation will be required.</p>		
10	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Fence</b> – a Councillor has asked the VHMG to look at the fence as it looks like it is bowing. Malcolm had looked at this and taken a photo. The posts are slanted but firmly in the ground. Agreed not to take any action for now and review should there be any change.</li> <li>• <b>Keys</b> - Group asked to consider whether it would be better to give regular hirers a key (&amp;fob) rather than rely on the key safe after a few 'near – misses' recently when users had taken the key home making the hall inaccessible for the next user. (We have managed to overcome this by getting the key returned/Jim saving the day – thank Jim!). It was agreed to get costings for issuing keys/fobs to all regular users but as the current keys are expensive – also getting a quote for a new lock with cheaper keys to allow the Parish Council to make an informed decision.</li> <li>• <b>Car charging points</b> – A hall user has suggested having car charging points at the hall. Agreed costs/options should be investigated.</li> </ul>	MFG  MFG	ASAP  ASAP
<b>Future meetings – 11am – Zoom August 9<sup>th</sup> October 11th</b>			



# Energy performance certificate (EPC)

Fernwood Village Hall Rubys Avenue Fernwood NEWARK NG24 3RS	Energy rating <b>B</b>	Valid until: <b>11 July 2031</b> Certificate number: <b>8166-6188-0452-1041-5650</b>
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Property type: D1 Non-residential Institutions - Community/Day Centre

Total floor area: 413 square metres

## Rules on letting this property

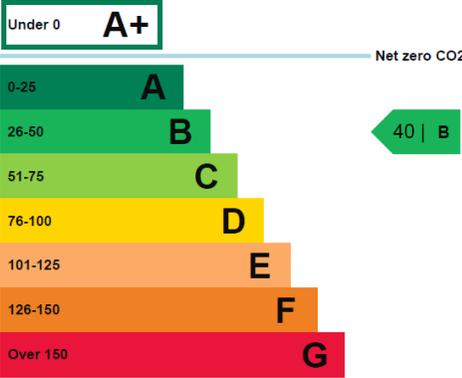
Properties can be let if they have an energy rating from A+ to E.

If a property has an energy rating of F or G, the landlord cannot grant a tenancy to new or existing tenants, unless an exemption has been registered.

From 1 April 2023, landlords will not be allowed to continue letting a non-domestic property on an existing lease if that property has an energy rating of F or G.

## Energy efficiency rating for this property

This property's current energy rating is B.



Properties are also given a score. The larger the number, the more carbon dioxide (CO2) your property is likely to emit.

## How this property compares to others

Properties similar to this one could have ratings:

If newly built: 32 | B

If typical of the existing stock: 92 | D

Properties are given a rating from A+ (most efficient) to G (least efficient).

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## Breakdown of this property's energy performance

Main heating fuel	Natural Gas
Building environment	Heating and Natural Ventilation
Assessment level	3
Building emission rate (kgCO <sub>2</sub> /m <sup>2</sup> per year)	81.25
Primary energy use (kWh/m <sup>2</sup> per year)	569

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## Recommendation report

Guidance on improving the energy performance of this property can be found in the [recommendation report \(/energy-certificate/1048-7359-0025-7512-6729\)](#).

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The full report can be read here: [Energy performance certificate \(EPC\) - Find an energy certificate - GOV.UK \(communities.gov.uk\)](#)

Tue 29/06/2021 13:27

Hi

Item  
113

It was lovely to meet you last week. I am still working through my notes from our meeting and have managed to get a response from Lisa at the Social Action Hub about the Kickstart Ranger jobs that they are going to have. The link to apply for a Kickstart grant is below for you to have a look at. As I understand it the DWP have youth workers who are responsible for supporting young people into work. The Kickstart programme means that the DWP pay for the role for 6 months to give a young person the opportunity to go out and work and hopefully build up new skills.

I think it would be great to employ someone to work at Fernwood for 6 months to be boots on the ground and engaging with the community. We could get them trained up to run health walks around Fernwood for free as the co-op run training courses and provide the insurance.

Lots to think about I am sure but I thought it was one idea worth exploring.

[Apply for a Kickstart Scheme grant - GOV.UK \(www.gov.uk\)](#)

Kind regards

Sue StottCommunity Relations Officer

Housing, Health and Community Relations

Newark and Sherwood District Council

## **Performance Policy**

**For consideration on July 19<sup>th</sup> 2021**

### **1. The aims of this policy**

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly.

Fernwood Parish Council recognises that employees perform most effectively when they have clear expectations of their job role and purpose, their own targets or objectives, and of the wider aims of Fernwood Parish Council.

### **2. Annual Performance Appraisals**

Annual Performance Appraisals are conducted to ensure that employees:

- know what is expected of them i.e., the required standard of performance and how they should do their jobs
- receive feedback which aims to improve and develop performance and recognise their achievements
- identify areas where improvement is required and training and development needs
- have a mutually agreed plan to achieve both development goals and employee career development.

Annual performance appraisals give individual employees and their manager an opportunity to review performance, work content, loads and volume, to look back on what has been achieved during the past year then agree future objectives. It is also the time an employee can agree personal objectives, and any learning and development requirements which may help.

The appraisal system is designed to:

- be a positive process
- raise the quality of services provided by motivating
- increase job satisfaction
- identify appropriate training and development requirements

The appraisal form will also be used as the basis for probationary reviews. The appraisal form is at Appendix 2.

### **3. Roles and Responsibilities**

Fernwood Parish Council is responsible for:

- ensuring job descriptions are up to date
- monitoring the implementation of this policy
- ensuring that appropriate training and development is available for the Parish Clerk and employees
- ensuring annual appraisals have been conducted for all staff including a written record
- appraising employees in a fair and objective manner against agreed objectives and action plans
- appointing two Councillors to conduct the Clerk's Annual Appraisal.

The Clerk is responsible for:

- ensuring annual performance appraisals have been conducted for all staff including a written record and that staff are clear about what is expected of them
- reporting to the Personnel Committee to confirm that the appraisals have been carried out, along with any recommendations
- ensuring that new employees have work targets and objectives set as part of induction
- informing employees how the appraisal scheme works and how it will affect them
- following up actions arising from appraisals.

All Employees are responsible for:

- taking an active role in reviewing their performance appraisal and target setting
- completing agreed actions.

## **4. Appraisal Process**

### **a. Self-assessment**

Employees must be informed of the appraisal at least 2 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form (found in Appendix 1) should be given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the manager 1 week before the appraisal one-to-one meeting.

### **b. Appraisal Performance**

The manager will use the job description, previous appraisal form and self assessment form to prepare for an appraisal meeting. They will consider what criteria to use to measure employee performance over the next year.

### **c. The One-to-One Meeting and Appraisal Record**

The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered. However, it must be understood by the employee and the manager that information discussed in an appraisal may need to be disclosed to others.

The appraisal form (found in Appendix 2) should be used to record an employee / manager meeting. This form should be completed by the appraiser at, or immediately following the meeting and countersigned by the employee and the appraiser's manager so the employee is aware of the competencies that are critical for effective performance of that role. A copy of the form should be given to the employee as soon as possible.

Employees may use as a last resort Fernwood Parish Council grievance procedure to resolve problems as to the accuracy or the fairness of the appraisal.

### **d. Non-Compliance**

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches.

Failure to comply with this policy may lead to a lack of clarity over job role, training needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with Fernwood Parish Council 's Disciplinary Policy up to and including dismissal.

## **5. Implementation of the Policy**

Overall responsibility for policy implementation and review rests with Fernwood Parish Council. However, all employees are required to adhere to and support the implementation of the policy. The Parish Clerk will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to Fernwood Parish Council.

## **6. Monitoring Policy**

The policy will be monitored on an on-going basis by the Personnel Committee; monitoring of the policy is essential to assess how effective Fernwood Parish Council has been.

## **7. Reviewing Policy**

This policy will be reviewed annually and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Parish Clerk to ensure all employees receive notice.

## Appendix 1: Self Appraisal Template



### SELF APPRAISAL FORM<sup>4</sup>

This form may be used when an employee is asked to make an assessment of his/her own performance and needs, for discussion with the manager/assessor

Name

Date of appraisal \_\_/\_\_/\_\_\_\_

Your next Appraisal Meeting will take place on:

Date: \_\_/\_\_/\_\_

Time:

#### **Purpose of the Meeting**

To enable you to discuss, with your manager, your job performance and your future. The discussion should aim at a clearer understanding of:

- The main scope and purpose of your job
- Agreements on your objectives and tasks
- Standards or targets for measuring your performance
- Your training and future prospects

*You can prepare for the meeting and discussion by completing this form.*

*You may show this form to your manager. This will give him or her time to consider your problems and suggestions. If you do so, it will not be copied or filed without your permission.*

*If you prefer, you can use this form for your own guidance only, and not show it to anyone.*

*You will be given the opportunity to read the appraisal form prepared by your manager; you will be able to add your comments, and sign the appraisal form.*

*Bring to the appraisal meeting:*

- *your current job description*
- *your current action plan*

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<sup>4</sup> Based on [ACAS template](#)

## Self appraisal

Name .....

1. Mark the appropriate answers, and comment below

(a) Do you have an up-to-date job description?  Yes   
No

Do you have an up-to-date action plan?  Yes   
No

Do you understand all the requirements of your job?   
Yes  No

Do you have regular opportunities to discuss your work, and action plans?  Yes   
No

Have you carried out the improvements agreed with your manager at the last appropriate meeting?  Yes   
No

2. What have you accomplished, over and above the minimum requirements of your job description, in the period under review (consider the early part of the period as well as more recent events)? Have you made any innovations?

.....

3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control which prevented you from performing effectively?

.....

4. What parts of your job, do you:

(a) do best?

.....

do less well?

.....

have difficulty with?

.....

fail to enjoy?

.....

5. Have you any skills, aptitudes, or knowledge not fully utilised in your job? If so, what are they and how could they be used?

.....

6. Can you suggest training which would help to improve your performance or development?

.....

7. Additional remarks, notes, questions, or suggestions

.....

## Appendix 2: Appraisal Template



### APPRAISAL FORM<sup>5</sup>

This form is used to record the issues discussed at an employee's performance appraisal meeting.

<b>Employee's name:</b>	
<b>Job title:</b>	
<b>Date of engagement:</b>	
<b>Manager:</b>	
<b>Date of meeting:</b>	
<b>Current performance</b>	
<i>Objective/competence 1:</i> State the objective/competence and record the results of discussion on the key areas of the job. Include a summary of achievement against the objective.	
<i>Objective/competence 2:</i>	
<i>Objective/competence 3:</i>	
<i>Development summary:</i> Record any areas of the employee's work where further training and support is required or would be beneficial, and any areas where performance is particularly strong but could be developed even further.	

<sup>5</sup> Based on [ACAS template](#)

*Development and training*

*This section should list specific requirements for any training or development. This may include training courses, attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or help him/her to develop.*

*Career planning*

*This section should record any areas of the organisation in which the employee has expressed a specific interest.*

*Other areas of discussion*

*This section should record any other points raised at the appraisal meeting.*

*Assessment Level*

This is based on performance over the year against objectives achieved

*Outstanding performance*

*(Objectives exceeded and competencies more than fully demonstrated)*

*Standard performance*

*(Objectives met and competencies fully demonstrated at required levels)*

*Less than standard performance with development needs*

*(Most objectives met but development required to fully meet some/all objectives)*

*Unsatisfactory performance*

*(Performance unacceptable; objectives not met and competencies not demonstrated)*

Note: This level of assessment will require further action. Either further training should be provided (if appropriate) or consideration should be given to issuing a warning.

**Employee's signature:**

Note: This signature acknowledges that you have read the above appraisal and discussed it with your manager. It does not necessarily imply that you agree with the assessments.

**Employee's Comments:**

Note: Here you may express agreement or disagreement with the assessment, or add any other comments you wish.	
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<b>Appraiser's signature:</b>	
<b>Date:</b>	
<b>Reviewing manager's signature:</b>	
<b>Date:</b>	
<i>One copy of this completed form must be handed to the employee and one will be placed in the employee's personnel file. A copy may also be retained by the appraiser.</i>	

**Item  
114c**

Existing Policy for Review - [Fernwood Parish Council Publication Scheme](#) (click to read)

<b>Location (s)</b>	Fernwood Parish			
<b>Date</b>	July 6, 2021			
<b>Meeting place</b>	Village Hall Back Car Park			
<b>Organiser</b>	A member of the Community (e.g. Fernwood Community Church representative)			
<b>Author of risk assessment</b>	Marion Fox Goddard			
<b>Potential /hazards (harm)</b>	<b>Recommended Control Measures</b>	<b>Action Required</b>	<b>Action by who</b>	<b>Risk Rating Low/Medium/High</b>
<b>Impact from vehicles (cuts / bruises / breaks / possible death)</b>	<ul style="list-style-type: none"> <li>Litter picking should not be undertaken on highways or within close, unguarded proximity to roads or areas where there are moving vehicles or where the speed limit exceeds 40mph.</li> <li>On roads with a speed limit of up to 40 mph, a sideways safety zone of 0.5 metres from the highway applies and this should not be entered into.</li> <li>Litter picking should only be undertaken where there are footpaths or verges more than 0.5 metres from the highway.</li> <li>All volunteers are to wear hi-viz jackets at all times.</li> <li>Care to be taken where there is a need to cross a road.</li> </ul>	<p>Choose route that does not involve roads or roads without suitable footpaths.</p> <p>Advise volunteers not to litterpick on roads at briefing.</p>	Event organiser	High
<b>Trips / Slips due to uneven ground / kerbs (cuts / bruises / breaks)</b>	<ul style="list-style-type: none"> <li>Recommend volunteers wear strong sensible footwear with ankle support for activity and not open-toed footwear or flip flops.</li> <li>Do not pick on or close to the edge of steep slopes, watercourses or ditches.</li> </ul>	<p>Identify hazards in risk assessment and advise volunteers at briefing.</p> <p>All litter pickers to be sent a copy of this risk assessment to read prior to the pick and to sign the signing in sheet</p>	Event organiser	Medium

<b>Overgrown hedges or low hanging branches (cuts/bruises/injury to eyes and face)</b>	<ul style="list-style-type: none"> <li>Volunteers are to be aware of their surroundings on the route.</li> <li>Avoid reaching into hedges and undergrowth that may expose face, eyes and skin to scratches.</li> <li>Take care with equipment.</li> </ul>	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
<b>Injury from aggressive dogs or livestock (cuts/bites/bruises)</b>	Avoid sites where there is known to be dangerous animals such as dogs or livestock with their young.	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
<b>Potential /hazards (harm)</b>	<b>Recommended Control Measures</b>	<b>Action Required</b>	<b>Action by who</b>	<b>Risk Rating Low/Medium/High</b>
<b>Injuries from Sharps/broken glass/hazardous substances such as gas bottles</b>	<ul style="list-style-type: none"> <li>Volunteers are to be aware of possible hazards and told to avoid direct hand contact with litter.</li> <li>Anything hazardous such as syringes, asbestos, animal waste, noxious materials, hazardous materials such as palm oil, should not be handled by volunteers and should be reported to the event organisers who will advise Newark and Sherwood District Council of any issues for collection.</li> <li>Broken glass should be placed in a solid container not a sack.</li> <li>Animal faeces not to be picked up.</li> </ul>	Identify hazards in risk assessment and advise volunteers at briefing. Provide a solid container for broken glass i.e. a plastic bucket.	Event organiser	Medium
<b>Injury from lifting heavy objects (strain/exhaustion)</b>	<ul style="list-style-type: none"> <li>Volunteers should be told not to lift or move heavy items.</li> <li>Volunteers should be advised not to overfill sacks.</li> <li>Items should only be picked using the litter picking stick.</li> <li>Items too heavy or big to lift should be reported to the event organiser who will advise Newark and Sherwood District Council of any issues for collection.</li> </ul>	Identify hazards in risk assessment and advise volunteers at briefing. Advise how to use litter picking stick correctly	Event organiser	Medium
<b>Risk from inclement weather</b>	<ul style="list-style-type: none"> <li>Check weather forecast and advise volunteers to wear appropriate clothing</li> <li>In very hot sunny weather advise volunteers to apply sunscreen and to wear a hat and take plenty of water to stay hydrated</li> </ul>	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium

<b>Children not aware of hazards detailed above</b>	<ul style="list-style-type: none"><li>• Children to be supervised by a responsible adult</li></ul>	Remind those bringing children to supervise them at all times.	Event organiser	Medium
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RT HON ROBERT JENRICK MP



HOUSE OF COMMONS  
LONDON SW1A 0AA

Chairman  
Fernwood Parish Council  
Fernwood Village Hall  
Rubys Avenue  
Fernwood  
Nottinghamshire  
NG24 3RS

10<sup>th</sup> June 2021

Dear Chairman

I hope you; your councillors and staff are keeping well.

I would like to make you aware of the Platinum Jubilee Civic Honours Completion recently announced by Chloe Smith MP, Minister of State for the Constitution and Devolution, a copy of which is enclosed.

Whilst applications are to be made through District or Borough Councils, I would encourage you to feed in any thoughts or relevant information to them.

Further information can be found at [www.gov.uk/government/publications/platinum-jubilee-civic-honours-competition](http://www.gov.uk/government/publications/platinum-jubilee-civic-honours-competition)

This is a unique opportunity for the Country as a whole to celebrate Her Majesty The Queen's Platinum Jubilee.

*With best wishes,*

*Robert Jenrick*

***From the Member of Parliament for the Newark Constituency***

*including Balderton, Bingham, Collingham, East Bridgford, East Markham, Lowdham, Newark, Southwell and Tuxford.*

Item

115a



Chloe Smith MP  
Minister of State for the Constitution and Devolution  
Cabinet Office 70 Whitehall London SW1A 2AS

To: All MPs

8 June 2021

Dear Colleague,

### **Platinum Jubilee Civic Honours Competition**

I am pleased to say that the UK Government is today launching a civic honours competition to mark Her Majesty The Queen's Platinum Jubilee in 2022.

As set out in my written statement, published today, this includes competitions for city status and Lord Mayor (or Provost) status.

City status and Lord Mayor (or Provost) status are civic honours granted by The Queen acting on the advice of Her ministers under the Royal Prerogative. The granting of both city status and Lord Mayor (or Provost) status are purely honorific and come with no additional funding or powers. Since the 1970s these awards have been granted through competitions and are usually held to coincide with Jubilee years, most recently for Her Majesty's Diamond Jubilee in 2012.

Entry guidelines and an application form have been published on GOV.UK. In their applications, local authorities are being asked to give particular reference to their area's:

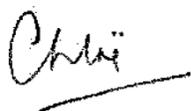
- Distinct identity;
- Civic pride;
- Cultural infrastructure, interesting heritage, history and traditions;
- Vibrant and welcoming community;
- Record of innovation;
- Sound governance and administration;
- Associations with Royalty; and
- Other particularly distinctive features, age, residents or communities who have made widely recognised significant contributions to society and cultural infrastructure.

All local authorities across the United Kingdom who believe that their town or city deserves consideration for these honours are invited to apply. The city status competition will also be open to eligible applications from the Crown Dependencies and Overseas Territories. The closing date is 8 December 2021.

These honours are rare marks of distinction and the number of awards will depend on the strength of the applications received. I would warmly welcome your help in making sure we receive lots of applications from all across the United Kingdom, by encouraging local authorities to make an application if they should so wish.

Her Majesty The Queen will be the first British monarch to have reached 70 years on the throne. This is a truly historic moment for the country and it is right that we celebrate it.

Yours ever,

A handwritten signature in black ink, appearing to read 'Chloe', with a horizontal line underneath it.

**Chloe Smith MP**  
**Minister of State for the Constitution and Devolution**

Afternoon Marion

**Item**  
**115b**

Email received Wed 16/06/2021 14:41

Afternoon Marion

Thank you for talking to me earlier and listening to our request for using the Fernwood Village Hall as a Place of Safety in the event of an extreme emergency at Chuter Ede. Just to confirm our request:

- in an extreme emergency (gas leak, chemical incident etc) and Chuter Ede Primary School at Fernwood had to be evacuated from the building, we would walk the children (210) plus staff to the Fernwood Village Hall as a pre-identified place of safety.
- In the event another user was in the hall some of the children would use the enclosed outside area at the village hall, whilst others remained inside.
- access to kitchen and toilet facilities would be possible.
- this would be for as short a time as possible and will hopefully never be required.

The number for our Head of School - Rachel Revill is 0xxxxxxx as in the event we would need your facilities, it would be Rachel contacting you.

Thank you once again and kind regards

Julie

Regards  
Julie Ford  
Grants Administrator  
Chuter Ede Primary School  
01636 700915 / 683550

Email received Friday 18/6/21 13:11

Dear Colleague,

**Item**  
**115c**

**RE: Model Code of Conduct - Adoption and Training**

I am writing to let you know that the District Council is scheduled to consider the new Councillor Model Code of Conduct for adoption at its next Full Council meeting due to take place on Tuesday 13 July 2021. The Council has delayed considering this due to issues around the pandemic and the July meeting will be the first Full Council meeting to be held with all Councillors meeting in person rather than virtually. However, I anticipate that the Council will adopt it more or less in its entirety with little by way of amendment. We have already taken it to one of our working parties, which is made up of group leaders and other senior members of the Council and they were very supportive of the new Model Code since it is in much clearer language and cites useful examples of what each obligation actually means.

The Local Government Association are due to issue guidance on the Model Code – anticipated now to be published by the end of June – although I have to say that this was expected a couple of months ago and has been delayed a couple of times with publication dates re-set. On the assumption that the Code is adopted as expected on the 13 July by the District Council, and subject to the LGA guidance being issued as expected, we will then undertake some training for our own Members on the new Model Code and we will offer similar training to any Parish Councillors who wish to attend – assuming of course that their Parish Councils have or intend to adopt the Model Code.

I trust that you find this update useful and we will write to you again once we have the dates for the training sessions available.

Yours faithfully,

Karen

**Karen White**

**Director – Governance and Organisational Development**

**Monitoring Officer**

Newark and Sherwood District Council

Hi Marion,

There were a range of mitigation and enhancement measures required as part of the outline and reserved matters applications. In terms of implementation and compliance, due to resources, we rely on matters being brought to our attention of non-compliance before we investigate so are reactive rather than proactive in this respect. I am copying in my colleague Richard Marshall, Senior Enforcement Officer in case I have missed anything or in case he can offer up anything else that may assist.

**Clare Walker**

**Senior Planner**

**Development Management, Planning**

Newark and Sherwood District Council

**From:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk) <[clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)>

**Sent:** 10 June 2021 11:53

**To:** Clare Walker

**Subject:** Query re wildlife preservation in new developments

Good morning Clare,

I hope you are well. A resident in Fernwood has questioned what is being done to create wildlife corridors within the developments in Fernwood and questioned when hedgerows will be replaced. I have liaised with Mark Speck at Nottinghamshire Wildlife Trust (NWT) and he has copied me the attachments which include correspondence between his organisation and yours at the time of BDWH's application. I can see in the conditions for application 14/00465/OUTM that you have included most of their requested conditions from their letter dated 21/4/15.

Could you let me know who monitors whether they are adhering to their environmental management plans etc and whether we can have access to any evidence that they are meeting the requirements requested by NWT?

Best wishes,

Marion Fox Goddard

Parish Clerk

Hello Marion,

Please accept my apologies – I've only just realised that your enquiry hasn't been responded to. My understanding is that all actions have now been completed with the following exceptions:

- Review of the layout of the current crossing facilities at the Tawny Owl roundabout: unfortunately, the feasibility work wasn't completed in time for us to consider this for inclusion in this year's programme due to workload pressures. However, any feasible options will be considered for funding at the earliest opportunity.
- Revise the proposed location of the new vehicle-activated speed sign: this work is in hand. Installation timescales are dependent on Via East Midlands' workload. I'm afraid that I can't offer you any idea as to when that might be at the moment.

Regards,  
Paul Hillier  
Principal Officer LTP  
Local Transport Planning Team  
Nottinghamshire County Council

**From:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk) <[clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)>  
**Sent:** 14 May 2021 14:31  
**To:** Paul  
**Cc:** 'Johno Lee' <  
**Subject:** RE: Road safety issues, Fernwood

Good afternoon Paul,

Following your email below, I wondered if you could let me know the progress on all the actions you have listed below to tackle the road safety issue for pedestrian/cyclists crossing the B6326 at Fernwood – in particular school children accessing Suthers School?

I'm copying Councillor Lee who has taken over from Keith Walker so he can be keep up to date too.

Best wishes,

Marion Fox Goddard

Parish Clerk

Fernwood Parish Council

**From:** Paul Hillier <  
**Sent:** 04 February 2021 10:50  
**To:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

**Cc:** Councillor Keith Walker <[cllr.keith.walker@nottssc.gov.uk](mailto:cllr.keith.walker@nottssc.gov.uk)>

**Subject:** RE: Road safety issues, Fernwood

Dear Marion,

Following discussions with Via, I can confirm that the following package of measures is now proposed, referenced against the actions that were promised:

**Action: the county council will review the layout of the current crossing facilities at the Tawny Owl roundabout to determine what additional or modified measures might be appropriate.** A brief has been issued to Via to assess the layout of the crossing facility on the northern arm of the Tawny Owl roundabout. It is hoped that this review will be completed in time for the county council to allocate funding in 2021/22 should works be feasible and affordable.

**Action: revise the proposed location of the new vehicle-activated speed sign.** It has been confirmed that the proposed sign can be located on the approach to the Tawny Owl roundabout over the A1. This is being progressed as swiftly as workload allows.

**Action: install additional 40 mph repeater signs.** Proposals to install additional repeater signs have been drawn up and work is underway to manufacture and install these signs.

**Action: warning signs are also proposed in each direction on the approaches to the crossing.** These have been installed. Further warning signs are also proposed.

**Action: consider whether additional signs can be installed on the approaches to the Tawny Owl crossing point.** Further warning signs are proposed.

I hope these measures go a long way to addressing the safety concerns along the B6326.

Regards,  
Paul Hillier  
Principal Officer LTP

Thurs 13:06

Sir, Madam, I have recently notice the demise of a number of rubbish bins around the village, when I questioned Firstport I was informed that both of the bins on the path through the wooded area have been removed as the land now belongs to the Parish Council and would no longer be Mai by them, this surprised me as I was under the impression that Balderton Hall had owned it previously? One of the said bins had been moved quite a while ago and the second one more recently, the other bin by the "teenage shelter" has been vandalised to such an extent that it has been removed and the one beside the bottle recycling area had been set on fire again a while ago and not replaced! Surely if we are to encourage all residents of Fernwood to keep the village clean, we should look to replace the missing bins and in my view increase the litter and dog waste bins throughout the village, I am certain that advice on where the bins should be placed will be forthcoming from the maintenance team and residents, can this be raised at your next meeting?

Kind Regards