



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 Wednesday 16th June 2021 commencing at 7.45pm. This meet will be held in the main 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/82972884188> Meetings are being streamed online to make it easier for people to access. If there's a meeting you're 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's a chance you may need to wait for space to be free.

Marion Fox Goddard, Fernwood Parish Clerk, Thursday 10th June 2021

A G E N D A

88. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press
89. Public Forum
90. Apologies for absence
91. Declarations of interest
92. [Approval of the minutes of the last Parish Council meeting of 17th May 2021 and the Annual Parish Council meeting held on the same date](#)
93. Councillors' & [Clerk's Reports](#)
94. County Councillor and District Councillors reports
95. 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. Washroom Services Contract Review
 - ii. 5 Year Fixed Wire Testing
 - iii. Legionella Contract extension
 - iv. [CCTV camera replacements](#)
 - v. EPC Certificate
 - vi. [Honour board](#)

96. Planning and Licensing

a. To consider the following applications:

21/01045/HOUSE	16 Oakfield Road Fernwood	Retrospective application for timber framed undercover alfresco area in rear garden
21/01256/RMAM	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

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

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

97. Policies/procedures

a. New LGA Model Code of Conduct — update

Items to be reviewed:

- b. [Publication scheme](#)
- c. [Village Hall Fire Safety Policy](#)
- d. [Village Hall Fire Emergency Plan](#)

98. [Discussion regarding recent hate crimes and decision on how the Council can help tackle this](#)

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

100. [Grant Application – Fernwood Association of Chuter Ede](#)

101. Correspondence

- a. [Email regarding bird scarer going off very early each morning](#)
- b. [Email regarding Newark and Sherwood District Council's Health and Community Engagement Team and their plans](#)
- c. Government call for evidence: : [Improving broadband for Very Hard to Reach premises - GOV.UK \(www.gov.uk\)](#)



**MINUTES OF THE FERNWOOD ANNUAL PARISH COUNCIL MEETING
held on 17th May 2021 at 6pm
at Fernwood Village Hall**

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

Clerk: Marion Fox Goddard

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

63. Election of the Chair of the Council and and to receive the declaration of acceptance of Office

Nominations were received for Councillor Smith and he was elected unanimously. The declaration of acceptance of office was duly signed.

64. Apologies for absence

County Councillor Lee and District Councillor Mison.

65. Declarations of Interest

None.

66. Election of Officers

Nominations for Vice Chair were received for Councillor Jim Weale and Councillor Ryan Cullen. 3 Councillors voted in favour of Councillor J. Weale and 2 Councillors voted in favour of Councillor R. Cullen, leading to Councillor Weale being elected as Vice Chair.

67. Appointment of Councillors

The following appointments were agreed:

Personnel Committee

Dee Harrison
Henry Micah
Barry Smith

Planning and Strategy Committee

Ryan Cullen
Dee Harrison
John Newton
Jim Weale

Village Hall Management Group

Ryan Cullen
Jim Weale
Mollie Weale

Clerk to reissue Terms of Reference for each of the groups.

68. Appointment of Representatives of other bodies/ Liaison Meetings**Newark Healthcare Consultative Group (NHCJ)**

Henry Micah

Neighbourhood Watch

Dee Harrison

Henry Micah

Barry Smith

Bantymock Liaison Meetings

Ryan Cullen

Developer Liaison Meetings

Ryan Cullen

Jim Weale

Planning and Strategy Committee members if meetings at a suitable time

69. Review and Adopt the Standing Orders of Fernwood Parish Council

The Council resolved unanimously to adopt the standing orders. (Proposer: Cllr D. Harrison, Seconder: Cllr R. Cullen)

70. Review and Adopt the Financial Regulations of Fernwood Parish Council

The Council resolved unanimously to adopt the Financial Regulations (Prop.: J. Weale, Sec.: J. Newton)

Clerk to draft an investment policy for the Council to consider

71. Review of Bank Signatories

Current Position	Changes agreed
Nationwide Ryan Cullen John Newton Barry Smith James Weale	No changes required.
TSB Henry Micah Barry Smith James Weale	Remove H. Micah, Add R. Cullen and J. Newton.
Unity Trust Ryan Cullen Henry Micah Barry Smith James Weale	No changes required.
Yorkshire Bank Ryan Cullen James Weale	Add D. Harrison and J. Newton.

72. Review of the Council's Policy Review Schedule

The Councillors unanimously agreed no changes were required to the schedule below.

Month	Item for Review
January	Risk Register and Risk Assessments <ul style="list-style-type: none"> • Dale Green • Village Hall • Woodland? Fernwood Parish Council Strategic Plan 2017 – 2022 Review this year's action plan, set next years Communications Policy
February	Personnel Committee terms of reference Planning and Strategy Committee Terms of Reference Safeguarding Policy Equality and Diversity Policy Internal Audit Review Armed Forces Covenant
March	Planning and Maintenance Strategy Expenses Policy Grants Policy Village Hall Management Group terms of reference Employee contracts/Terms & Conditions/Job Descriptions/Person Specification Lone working risk assessment Training and Development Policy (Personnel Committee)
April	
May	Standing Orders Financial Regulations
June	Model Document Publication Scheme Village Hall Fire Safety Policy Village Hall Fire Emergency Plan
July	General Data Protection Regulation: Privacy policy, General Privacy Notice, Consent Form, Privacy Notice – staff, councillors, role holders, Records Retention Policy, Personal Data Retention Schedule, Disclosure Log Criteria, Subject Access Policy, Subject Access Request
September	Regular user agreement Booking Terms and Conditions Village Hall Free Usage Policy Village Hall Charges Sickness Absence Policy Grievance and Disciplinary Policy Bullying and Harassment, Relationships between Councillors and Council Employees Flexible working policy Management of stress in the workplace policy, Capability procedure (Personnel Committee)
October	Safeguarding Policy Health and Safety Policy Prohibition of Sky Lanterns and Helium Balloons CCTV Policy
November	Complaints Procedure Code of Conduct for Members Internet Policy and Procedure Memorials Policy

73. Review of the Asset Register and the Parish Council's Insurance Policies

The asset register was accepted. The Councillors had received and agreed details of the Parish Council insurance policy and the Village Hall Policy was due to be reviewed in the Parish Council meeting following the Annual Parish Council meeting.

74. Review of the Council's subscriptions to other bodies

The Councillors unanimously agreed to continue with the following subscriptions:

- NALC – Nottinghamshire Association of Local Councils
- SLCC for Clerk – Society of Local Council Clerks
- ICO – Information Commissioners Office (Mandatory)
- RCAN – Rural Community Action Nottinghamshire
- 1&1 – Website Domain names (Village Hall and Parish Council) and Email Hosting

75. Confirmation of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Monthly Parish Council meetings were planned for:

- June and July 2021 - Third Wednesday of each month at 7.45pm
- September 2021 onwards - Third Monday of each month (no meetings in August and December) at 7pm. Although the Councillors noted that this may need to be changed due to Covid 19 restrictions due to Main Hall availability.

Next year's Annual Parish Council meeting will be held prior to the May Parish Council meeting.

Clerk to publicise the change of day/time for the June and July meetings and keep abreast of Covid 19 restrictions/advice so a decision can be made for future meetings.

76. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

The Council noted that in 2020/21, none of the Council's expenditure was incurred under section 137 of the Local Government Act 1972.

77. Review of Standing Orders and Direct Debits

The Council resolved unanimously to continue with these methods of payment for the following suppliers:

<ul style="list-style-type: none"> • Ionos (Email/Website) • Apogee (Photocopies/prints) • Brighter Bills (Mobile Phone) • BNP Paribas (Copier hire) • BT Business (Broadband/telephone) • Guardian Legionella and Hygiene • HMRC (Payroll) • Information Commissioner's Office (Data Protection) 	<ul style="list-style-type: none"> • Nottinghamshire Local Government Pension Scheme • PHS Group (Waste) • PPL/PRS Licensing (Music) • RB Wholesale (Cleaning supplies) • SSE (Electricity/Gas) • Salaries • Unity Bank (Bank charges) • Water Plus • Zoom (online meetings)
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MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 17th May 2021 at 7pm
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 (Arrived at the end of the public forum and left after item 84)

Clerk: Marion Fox Goddard

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

79. Public Forum

No-one joined the meeting, but a resident had sent an email for the Clerk to bring to the Council's attention regarding hate crime and an assault in Fernwood.

Clerk to arrange a meeting with this resident, raise this with NSDC's antisocial behaviour officer and add to the agenda of the June meeting so the Parish Council can agree how to help tackle this issue.

80. Apologies for absence

District Councillor Mison.

81. Declarations of Interest

None.

82. Approval of the minutes of the Parish Council meeting on 26th April 2021

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

83. Councillors & Clerk Reports

Councillor Micah – Raised concern regarding dogs off leads on Hollowdyke Lane.

Councillor Smith – Suggested looking into getting an honour board for the village hall.

Clerk to bring costing details to a future meeting so the Council can decide whether to have one.

MAY Clerk's report	Agenda Item
Village Hall transfer from NSDC to Fernwood Parish Council – Our solicitor is still awaiting feedback from NSDC. Clerk has raised this with NSDC and there is a commitment to get this moving again.	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	21/46c

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. Matt Lamb has confirmed this is on schedule.	
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.	21/30
Covid 19 Update – The village hall reopened on April 12 th to permitted activities. We will continue to follow Government guidance and allow users back in as permitted.	20/33
Signage regarding dogs – new sign is now on the village hall fence.	20/69
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 on April 21 st 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
Fernwood Trail – <i>Clerk to set up first meeting</i>	21/36
Parish Council Meetings – Meetings will be in the hall from 17/5/21.	21/45
Bike racks are on order for the village hall. Parish Council insurance has been renewed. Financial reporting has been sent to PKF Littlejohn for auditing and the notice for the period when the public can view the accounts has been issued.	21/55
Training for Councillors – List of available courses has been sent to all Councillors – awaiting feedback from all Councillors before booking.	21/56
Litter picking – bin has been requested from NSDC. The church has offered to do a litter pick. Clerk to promote once the bin has been received. <i>Clerk to remind Strawson's about the rubbish on their land and ask for this to be tidied.</i>	21/61d
Wildlife corridors – awaiting further feedback from Nottinghamshire Wildlife Trust.	21/61e

84. County Councillor and District Councillors Reports

The Clerk read Cllr Mison's report which had been sent prior to the meeting: I have made contact with the new Anti Social Behaviour officer, Lynne Oxlade, and spoke to her at the end of last week. She had promised an increase in community enforcement officers over the weekend, plus when we looked at the number of ASB incidents reported last month it was 17 across Fernwood and Farndon, sorry the police report by ward so I can give the specific number for Fernwood. This is a decrease on the number reported in April 2020 by 19%. This prompted me to make the post on social media, given the comments on Facebook during the preceding days. I want to get the message over regarding the various routes to report inappropriate behaviour.

Councillor Lee introduced himself to the Council and detailed his desire to improve youth services in the area. He has asked for a review at Nottinghamshire County Council and reported this will take 3 months. He has asked for weeds to be addressed on the roads/paths in 'original Fernwood' but needs to co-ordinate this with a road sweep. He is also looking at what can be done to address the flooding towards the end of London Road. He will be doing a walk about Fernwood on May 19th.

85. Finance

- a. Bank reconciliation– noted.

Bank Reconciliation
Fernwood Parish Council

Period Ending 30-Apr-21

Prepared by: *Marion Fox Goddard, Clerk*

Date: 05 May 2021

Approved by:

Date:

Balance per bank statement as at 30-April-2021

	£	Total £
TSB Current Account - Parish Council	£112,700.11	
TSB Reserve Account - Parish Council	£60,368.29	
Unity Trust - Parish Council	£50,188.18	
TSB Current Account - Village Hall	£1,166.68	
TSB Reserve Account - Village Hall	£7,164.17	
Unity Trust - Village Hall	£14,027.29	
Nationwide	£83,573.71	
Clydesdale and Yorkshire	£85,000.00	
Petty Cash	None held	
		414,188.43
Less: any unrepresented cheques/BACS payments at 30-April-2021		£0.00
Add: any unbanked cash / cleared cheques at 30-April-2021		£258.50
Net bank balances as at 30-April-2021		<u><u>£414,446.93</u></u>

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

CASH BOOK

Opening Balance	£324,564.58
Add: Receipts in the year	£96,648.29
Less: Payments in the year	£6,765.94
Closing balance per cash book as at 30-April-2021	<u><u>£414,446.93</u></u>

Ringfenced Amounts in the Parish Council Reserve Account/Nationwide

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

b. Income 2021/22	£
Regular Hire	586.01
Other Hall Hire	510.00
CIL	59,615.59
Precept	35,809.50
Interest	17.19
Advertising income	110.00
Total	96,648.49

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries (May)			4597.68	BACS
Parish Council					
Amazon	Stationery	14.80	2.96	17.76	CARD
Amazon	Individual Item – microphone	99.17	19.83	119.00	CARD
B. Boyer	Audit	62.50		62.50	BACS
Community Heartbeat Trust	Defibrillator Supplies	87.00	17.40	94.40	BACS
Kirk & Bills	Individual Item – Loft insulation				
Land Registry	Individual Item – search	9.00		9.00	CARD
Shen Zhen shi Chen xin ke ji you xian gong si	Stationery	7.49	1.50	8.99	CARD
Shan Zhen Shi Fu tian qu sai ge	Individual Item – webcam	26.15	5.23	31.38	CARD
Shenzhenshikaiten ...	Individual Item – USB cables	18.29	3.66	21.95	CARD
Staple Office	Individual Item – Whiteboard	26.66	5.33	17.76	CARD
Zoom	Online meeting platform	14.39		14.39	CARD
Village Hall					
1&1	Email provider & domain	7.98	1.60	9.58	BACS
Brighter Bills	Mobile Phones	27.98	5.60	33.58	BACS
BT	Broadband/phone	142.62	28.52	171.14	BACS
NSDC	Trade Waste	55.20	11.04	66.24	BACS
RB Wholesale	Cleaning Supplies	58.49	11.70	70.19	BACS
Waterplus	Water	70.65		70.65	BACS

d. Items of Expenditure considered

Expenditure	Budget Area	Total £	Decision
i. Dog Poo bin x 2	Dog Poo Bins	573.32	Unanimously agreed. Prop.: J. Newton, Sec.: J. Weale
ii. Dog Poo bin installation	Dog Poo Bins	235.20	Unanimously agreed. Prop.: J. Newton, Sec.: D. Harrison
iii. Village Hall Insurance	Insurance	1335.14	Unanimously agreed. Prop.: M. Weale, Sec.: J. Newton

Clerk to organise purchase of these items.

e. Discussion and Approval on opening a Redwood Bank 95 days savings bank account

The Council unanimously agreed to open this account with Councillors Cullen, Newton, Smith, and J. Weale as signatories. Prop.: R. Cullen, Sec.: H. Micah.

Clerk to arrange to spread risk between financial institutions.

86. Policy Review

- a. New [Risk Assessment for moving back to physical meetings in the village hall](#)

The Councillors unanimously agreed with this risk assessment. Prop.: R. Cullen, Sec.: H. Micah.

Clerk to publish this on the Council website.

87. Correspondence

- a. Email from NALC about Open Spaces Society is launching its grant a green campaign – noted.
- b. Email from NALC regarding the Royal British Legion Centenary Year – noted.
- c. Email from a member of the Fernwood Petanque & Boccia Club requesting help with maintenance of the piste – *Clerk to write to the resident to suggest they arrange someone to maintain these and apply for a Parish Council grant to help towards the costs.*
- d. NALC consultation on the Government's Electronic Communications Infrastructure consultation – noted.
- e. Email regarding the grass/ditch on the corner of Phoenix Lane/Hollowdyke Lane – requesting assistance in finding out who is responsible for the upkeep of it – the Councillors believe the verge shown along Hollowdyke Lane is Barratt David Wilson Homes responsibility and the area in front of substation is FirstPort's responsibility- *Clerk to respond to the resident to let them know.*
- f. Request for better signage for the shops on the Plum Way, Ruby's Avenue junction – The Parish Council has requested these signs from NCC (Spring 2020), and the feedback received was negative as such signage is regarded as 'clutter'. – *Clerk to write to the resident to ask for a diary to be kept of lorries turning the wrong way and photos so evidence can be sent to NCC to show the need for a sign.*
- g. Email from NSDC regarding their Amended Planning Scheme of Delegation – noted.
- h. Feedback from NCC on which streets are adopted in Fernwood – *Clerk to ask for an update on Townhill Square and the footpath from Cormack Lane to Dale Way.*

Meeting closed at 8.26pm

Next Meeting: Wednesday 16th June 2021, 7.45pm Meetings temporarily moved to Wednesdays so they can be held in a socially distanced manner.

JUNE 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.	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 here .	21/61e
Metal dog bin replacements – due to be delivered w/c 14 th June.	85 di

<p>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.</p>	<p>87e</p>
<p>Townhill Square/Cormack Lane adoptions – NCC has said we need to ask the developer for an update. This has been requested from BDWH.</p>	
<p>Liaison meeting held with Barratt David Wilson Homes on 8/6/21 with the following updates:</p> <ul style="list-style-type: none"> • Changes to the Goldstraw likely to start end of June (will take 2-3 weeks, traffic control will be in place) • 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). • 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) • Sign to make numbering clearer on Phoenix Lane – has been installed but is incorrect – a replacement has been ordered. • Infrastructure work (roads etc) being delivered near Chuter Ede School in preparation for the developer to start the second phase of this development. • More houses are being built in the first phase (towards the pumping station). 	

**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	
		408,994.03
Less: any unpresented cheques/BACS payments at 31-May-2021		£0.00
Add: any unbanked cash / cleared cheques at 31-May-2021		£0.00
Net bank balances as at 31-May-2021		<u>£408,994.03</u>

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
Closing balance per cash book as at 31-May-2021	<u>£408,994.03</u>

Ringfenced Amounts in the Parish Council Reserve Account/Nationwide

CIL	£139,688.95
	<u>£139,688.95</u>

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

Agenda Item 95 - Finance

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
Total	£99,058.57

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries (June)			4597.68	BACS
Parish Council					
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
Village Hall					
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 to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
Review Hygiene contract	Waste removal/air fresheners	Various – 3 quotes		
5 Year Electrical testing	Electrical Maintenance	Various – 3 quotes		
Legionella Contract	Legionella Management			
CCTV camera replacements	CCTV	270.00	-	270.00
EPC report	Village Hall - Individual Item	195.00	-	195.00
Honour Board	Parish Council – Individual Item	Various websites – Councillors asked to look at these to consider which one looks most appropriate		



INTRUDER - CCTV - FIRE - ACCESS CONTROL

Your Ref: Fernwood village hall
Quote Ref: SQ2153 Ruby's Walk
Date: 9/6/21 Fernwood
Newark

Dear Marion

Thank you For Your Recent Values enquiry, I have The Pleasure in submitting my quotation for the following.

DESCRIPTION	Cost
CCTV CAMERA: To fit an replace CCTV camera in foyer in the village hall as old one failing digital camera with 8mp and lens of 2.8 mm	135.00
CCTV CAMERA: To fit an replace CCTV camera in Meeting room in the village hall as old one has failed digital camera with 8mp and lens of 2.8 mm	135.00
Total	£270.00

Please do not hesitate to contact me if you need any further information about this quote

kind regards

Jason booth

SECURETEC
Intruder - CCTV - Fire - Access Control

TEL: 01636 857536
EMAIL: info@securetec.org.uk
WEB: www.securetec.org.uk

Honour board providers:

[Oak Honours Boards - Oak Furniture by Harry Stebbing of Norfolk](#)

[Honours Boards & Plaques : Honours Boards \(thehonoursboardcompany.co.uk\)](#)

[Home - Honoursboards.co.uk](#)

[Bespoke Honour Boards to Acknowledge Outstanding Achievements \(goldtreebespoke.co.uk\)](#)

1st May, 2021

To whom it may concern,

RE: Hate Crimes in Fernwood Village

We are writing to express our concern about several incidents of bullying, racial abuse and sexual assault that have affected our family in recent months and to ask the Parish Council for their help, alongside the Police, to deal with this promptly and effectively. We have already been in touch with the police and, after several meetings, have the full support of the local Beat Manager, Tom Mead, who is committed to a number of ways to support not only our family directly, but also to addressing this damaging behaviour within the Fernwood community. He fully supports the suggestions and proposals below and has indicated committing police support where it's available.

Our 11 year old has been the victim of several incidents that we have reported to the Police including one where he was punched to the ground by another young person and sexually assaulted. This is not the only incident of inappropriate touching that has occurred, another child also experienced this, but was too frightened to report it, despite there being witnesses.

All the incidents involved have involved hate speech, questioning our child's identity and calling them offensive names such as 'faggot', 'gayboy' and 'tranny' and have also included racism.

Our child is frequently subjected to name calling, from the seemingly innocuous 'Dora' as in Dora the Explorer, to Yoshi, (a Japanese character) to pulling of the eyes to imply Chinese nationality - there seems to be much confusion, attention and ignorance as to their racial heritage given that they are deemed to be from almost the entirety of the Asian continent! All these examples serve only to further identify them as 'other' and for this to be an excuse to bully and assault.

We are asking if the Parish Council would be allies in this important matter for the whole community, and consider the following:

- Send out a letter from the Parish Council to all households in the village alerting people to the recent assaults and hate crimes and requesting anyone witnessing any bullying or abusive behaviour to report it to the Police or provide assistance to the children involved if and where appropriate.
- Commit to ensuring the park and village itself is a bullying free zone, where there is a zero tolerance approach to violence, both physical and verbal and that the Parish Council is an explicitly anti-racist beacon in the village.

- Consider the opportunity to run a DIVERSITY & RESPECT themed event over the summer that engages young (and older!) people to ask questions about topics or languaging they are unsure about and creates a series of visible artwork that is displayed in the park as a reminder of such important work and discussions. We envisage asking the youth service and a local graffiti artist experienced in working with young people to lead this. We would be happy to be involved or lead the organisation of this.
- A human circle formed by residents in support of standing up to racism and any form of prejudice and hatred, visually demonstrating that as a community we will not tolerate such behaviour in our village. This could perhaps be a powerful finale to a DIVERSITY & RESPECT day.

We would ask that you hear the seriousness of this. We are parenting a very frightened 11 year old who has self-harmed and had suicidal thoughts because of these experiences. Experiences that we do not wish any other child to have to endure.

Yours faithfully

Hi Marion,

Lovely to meet up with you last week to look around your amazing village hall.

As promised, here is my proposal for hiring the hall for my pop-up cafe business.

As this is a very new venture, I'm offering all the venues that I'm interested in using, a 10% share of my daily takings up to a daily limit of £60.00.

I only use a card reader payment system that produces daily sales reports, so proof of earnings can be produced for transparency and your records. We don't accept cash payments.

Having looked around the building, my initial feeling is that the small hall, outdoor seating area, bar and kitchen would be needed to maximise the potential for the pop-up cafe.

We'd prefer to open 10am to 2pm to the public at Fernwood if possible as these are the most profitable hours for us. We need access the day before for an hour or so to set up and a couple of hours on the last day to clear out. We generally try to arrive an hour before we start trading to cook off sausage rolls and fire up the coffee machine etc.

Essentially, we will need to adapt a cold water feed from one of your pipes to allow us to connect our coffee machine. It's a very simple procedure and I have a qualified plumber that I prefer to use as he's my next door neighbour and charges me sensible prices and I trust him with all my plumbing work.

We would need to use your fridges and freezers to store frozen food and cold drinks/ ice during our event.

We serve a very small range of hot food, so use of the cooker and microwave in the main kitchen will also be needed.

I've had such a lot of interest in the pop-up cafe from other venues too that I think it will only be possible to come to you once a month initially but this can be reviewed between us once we see how the cafe is supported locally etc.

We'd like to come on Fridays and Saturdays initially.

If this proposal is viable, we'd like to get going as soon as possible. We look forward to hearing from you soon.

Many thanks

Cathy Elms (business Owner)

Bakehouse Barista

APPLICATION FOR GRANT FUNDING

Thank you for your interest in applying for a grant from Fernwood Parish Council. Please read the Council's grants policy before completing this form.

If you require any advice or guidance, please contact Fernwood Parish Council by calling 01636 613024 or emailing office@fernwood-pc.co.uk.

Return completed forms to the email address above or post to Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

1	Name/Address of organisation	FERNWOOD ASSOCIATION OF CHUTER EDE (FACE)
2	Contact name and position in organisation	MRS RACHEL REVILL HEAD OF SCHOOL
3	Contact telephone number and email address	01636 700915 headofschool@chuterede.notts.sch.uk
4	Is the organisation a Registered Charity? If "yes" please provide Charity Number	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>please circle</small> 1124181
5	Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Fernwood?	To advance the education of pupils in the school in particular by developing effective relationships between staff, parents and others associated with the school; engaging in activities or providing facilities or equipment which support
6	Amount of grant requested	£375
7	For what purpose is the grant requested? Please continue on a separate sheet if necessary.	The grant will be used to fund the class of Year 5 children to The National Holocaust Centre and Museum in Laxton. They will view 'The Journey' holocaust exhibition as part of their WWII topic and RE. They will learn about Judaism and events in history in an age appropriate way and meet a Holocaust survivor.
8	What is the total cost of the project?	£375
9	Give a breakdown of what the funding will be spent on	ENTRY TO THE CENTRE £7.50 x 30 CHILDREN = £225 COACH TRAVEL £5 x 30 = £150

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the school and advance the education of the pupils.

10	Has the project that you want the funding for already happened?	NO	
11	How will the funding benefit the community or residents of Fernwood?	Educate the children of Fernwood in Judaism, WWII and the Holocaust.	
12	Approximately how many of those who will benefit are Fernwood parishioners?	All	
13	Have you applied for any other funds/grants towards the cost of this project? If so, include details.	Yes <input checked="" type="radio"/> No <small>please circle</small>	
14	Fernwood Parish Council may request photographs and information so we can promote this in the local media/online. Are you happy with this?	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>please circle</small>	
15	Bank Details (for use, if a grant is awarded)	Name of Account ASSN CHUTER EDE SCHOOL FERNWOOD Account number ..23662668..... Sort Code 30 - 95 - 88	
16	Supporting Documentation *Provide up to date accounts or bank statements for the last 6 months Please note your application cannot be considered without the supporting documentation	Required	Provided ? <small>please circle</small>
		Your most recent accounts*	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Bank statements for the last 6 months*	<input checked="" type="radio"/> Yes <input type="radio"/> No
		A copy of your constitution	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Details of your organisation's officers/trustees/committee members	<input checked="" type="radio"/> Yes <input type="radio"/> No

Parish Clerk has these documents

Please use a separate sheet to submit any other information which you feel will support application.

Declaration

I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I accept the Terms and Conditions set out in Fernwood Parish Council's Grants Policy.

Signed Kevin Date 18th May 2021

Wed 26/05/2021 06:57

Dear Parish,

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

Good morning, I am a resident of Claypole but I am contacting you for assistance. For the last few months we have been woken by a bird scarer between fernwood and Claypole. This has been going off in the morning between 5am and 6am which is not permitted. Have any residents contacted you about this? We do not believe it is on Claypole land and would welcome your thoughts. Many thanks, Tracey

This message was sent from the following page:

View Page

Any questions? Please don't hesitate to contact us:
team@hugofox.com.

Fri 04/06/2021 15:06

Dear Town/Parish Clerk, as you may be aware, the Council's Health and Community Engagement Team has been at the forefront of the Council's Humanitarian Assistance Response Team (HART) as part of the co-ordinated Covid response to meet the needs of our residents. As we move out of our reactive response mode in accordance with the Government's Road Map we are now looking forward to re-engaging more widely with our community partners to develop a more proactive approach to supporting our communities and contributing towards the Council's Community Plan.

We are aware of the fantastic efforts of our Town and Parish Councils and communities during this unprecedented time and we are keen to 'build back better' and work you and your local groups and individuals to ensure that we improve our local community resilience where we can and to make the most of opportunities that present to us.

With this in mind we have developed a locality based working model which we feel will enable better collaboration, co-ordination and communication between the Council, Parish Council's and community organisations and it is important that, as 'leaders of place', you are connected in to this new approach.

Accordingly the attached overview sets out the new approach and we would be happy to talk it through with you as necessary and of course we are happy for you to signpost as appropriate in your town or parish area to those people who are interested in developing projects, initiatives and programmes that will deliver local value to residents.

As we develop the model, colleagues from the team will get in touch with you, if they have not already done so, to offer assistance and support.

We look forward to developing and embedding this new way of working and look forward to working with you deliver better outcomes for all.

I trust this meets with your approval and please let me know if you have any questions.

Health and Community Engagement Team- May 2021 Update

Overview

The Health and Community Engagement team is committed to working more closely with our communities to deliver better outcomes for all residents. The team has responded to the challenges of Covid over the last 12 months through the creation of the Humanitarian Assistance Response Team (HART).

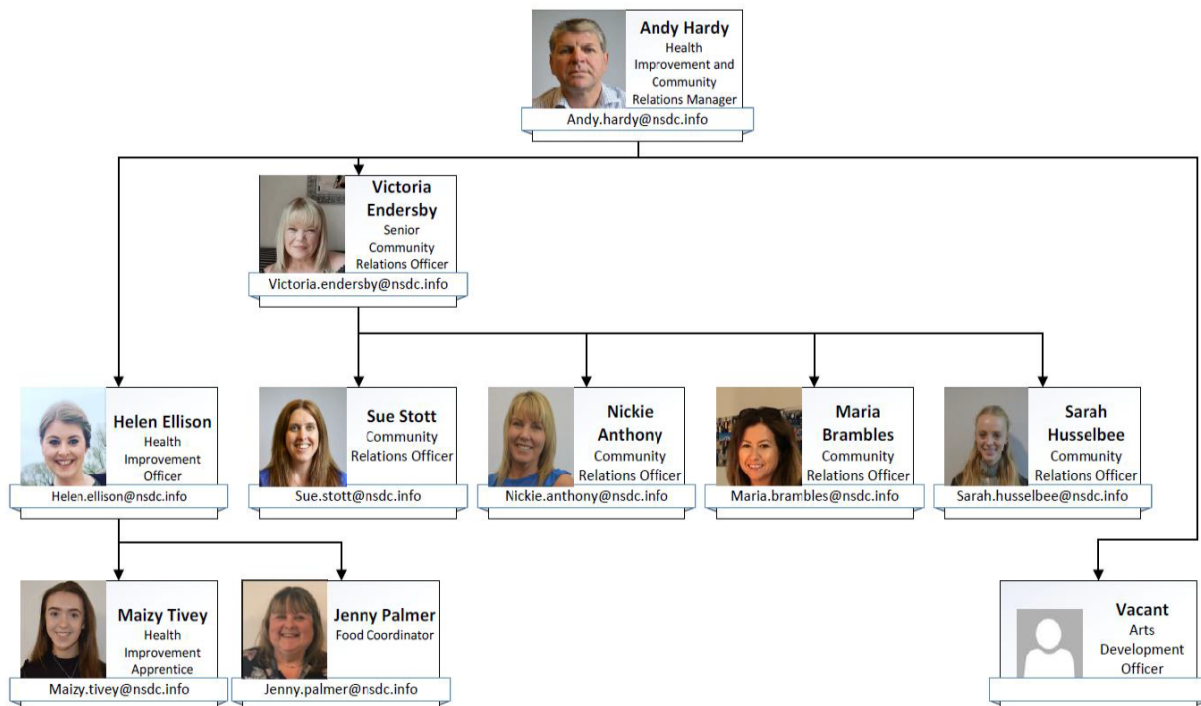
HART was established in March 2020 in order to provide support to vulnerable residents during Covid-19. The service is predominately delivered by colleagues within Health and Community Engagement, with support from other business units as required.

From March 2020 – April 2021, HART responded to 1780 requests for assistance, including food parcel deliveries, medication deliveries, welfare checks and referrals to other services. A number of these requests were complex cases, requiring a multi-agency approach and ongoing support.

HART activities will continue to operate after Covid-19 as part of the Health and Community Engagement team’s duties. Providing humanitarian support to residents and responding to local challenges, such as flooding. HART will function as an additional service within the Health Improvement and Community Engagement business unit in line with the updated Community Plan objectives.

Business Unit Resource – Who we are

The current Health and Community Engagement business unit structure is shown below.



Community Relations Officers (CRO's)

In January 2021, 2 additional CRO's were recruited to increase capacity within the team, as included in the structure above. This additional resource will enable the team to respond proactively to the needs of the community, as well as continuing to respond reactively to local emergencies as and when circumstances dictate.

Each CRO has recently been allocated different geographical areas (localities) within the district as a focus for community engagement and development of projects, programmes and initiatives. The CRO will liaise with their Local Ward members, Parish and Town Council Clerks and local community leads to improve community engagement. This will enable more focussed and targeted community support and allow for discussions around local opportunities, challenges and priorities for the future throughout the district.

For each of the key service areas within Community Engagement, service leads or 'specialisms' have also been identified for each CRO, as also detailed in the table below.

<u>Community Relations Officer</u>	<u>Geographical Area of Cover – Locality Lead</u>	<u>Specialism</u>
Sue Stott Sue.stott@newark-sherwooddc.gov.uk	Rainworth, Blidworth, Bilsthorpe, Clipstone, Edingley, Edwinstowe, Farnsfield, Kings Clipstone, Kirklington, Lyndhurst, Perlethorpe-cum Budby, Rufford.	Youth Engagement
Nickie Anthony Nickie.Anthony@newark-sherwooddc.gov.uk	Ollerton and Boughton, Bathley, Carlton-on Trent, Caunton, Cromwell, Eakring, Egmanton, Grassthorpe, Kirton, Kneesall, Kersall and Ompton, Laxton and Moorhouse, North Muskham, Norwell, Ossington, South Muskham, Sutton on Trent, Walesby, Wellow, Weston, Tolney Lane.	GRT Community
Maria Brambles Maria.brambles@newark-sherwooddc.gov.uk	Newark Town, Alverton and Kilvington, Balderton, Barnby-in-the Willows, Coddington, Collingham, Cotham, East Stoke with Thorpe, Elston, Farndon, Fernwood, Girton and Meering, Harby, Hawton, Holme, North and South Clifton, South Scarle, Spalford, Staunton, Syerston, Thorney, Winthorpe, Langford.	Refugee /Resettlement
Sarah Husselbee Sarah.husselbee@newark-sherwooddc.gov.uk	Southwell, Lowdham, Averham, Kelham and Staythorpe, Bleasby, Bulcote, Caythorpe, Epperstone, Fiskerton- Cum Morton, Gonalston, Gunthorpe, Halam, Halloughton, Hockerton, Hoveringham, Maplebeck, Oxtou, Rolleston, Thurgarton, Upton, Winkburn.	Humanitarian (HART)

The senior team members will provide additional support to the CRO's team as required and support for health improvement and arts development will continue to be provided by the wider team's specialist lead officers.

This support will ensure that where there is a request for advice or support for such projects this can be co-ordinated more effectively. CRO's will also engage with other colleagues in the Council to draw together wider specialisms to enable the most appropriate responses to requests for support.

Business Unit Priorities and Objectives 2021-2023

Following a recent review of both the Community Plan and the Health and Community Engagement team, a 2021-2023 Business Plan has been developed. This outlines the key priorities and activities for the business unit, as shown in the table below. For more details, please see the full Health and Community Engagement 2021-2023 Business Plan document.

<u>Actions</u>	<u>Objectives</u>
<ul style="list-style-type: none"> • Create income for local causes by establishing a Community Lottery Fund. • Support households in need by continuing with the Humanitarian Assistance Response Team's (HART) flexible approach (established during Covid-19) and by encouraging the establishment of local community support groups. • Review the effectiveness and impact of the Parish and Town Council Initiative Fund. • The allocation of roles/responsibilities within the team to be embedded as part of restructure. 	<p>Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to the local area.</p>
<ul style="list-style-type: none"> • Improve the facilities on offer by supporting the YMCA to deliver their flagship project, the Community and Activity Village in Newark and its ambitious outcomes. • Improve the facilities on offer by working with Southwell Leisure Centre Trust in the co-development and an alternative management arrangement. A business case for a new fitness suite extension. • Improve opportunities for health and wellbeing by providing a new swimming pool at the Dukeries Leisure Centre. • Improve the health and wellbeing of local residents by working collaboratively with partners to develop and integrate housing, health and social care linking to wider County strategies. 	<p>Improve the health and wellbeing of residents.</p>

Asset Based Community Development

In addition to the objectives within the Health and Engagement Business Plan, the wider team will undertake a strategic review of community facilities and assets across the District using an Asset Based Community Development (ABCD) approach. This will review community assets in respect of both facilities and people and will require community involvement to deliver the most comprehensive and co-ordinated assessment of all community assets in localities.

The review will assess levels of provision in terms of quantity and quality of the assets and the information will inform the review and refresh of a number of key strategies including the Sport and Recreation Facilities Improvement Plan, Playing Pitch Strategy to ensure the documents remain current and relevant. This approach will also enable local communities to develop their Community Led Plans where there is benefit in doing so.