



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 17th October commencing at 7pm. This meet will be held in the small hall of Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

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

Marion Fox Goddard, Fernwood Parish Clerk, Tuesday 11th October 2022

A G E N D A

141. Declarations of any Intentions to Record the Meeting
142. Public Open Forum (15 minutes) - ***Fernwood Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting***
143. Apologies for absence
144. Declarations of interest
145. Approval of the minutes of Parish Council meeting held on 26th September, 2022
146. Councillors' & Clerk's reports
147. County Councillor's and District Councillors' reports
148. Finance
 - a. Bank reconciliation 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. Financial software
 - ii. Woodland Management Plan
 - iii. Bird/bat boxes
 - iv. Design fee for area behind Marron Court
 - v. Interim management fee for area behind Marron Court
 - vi. Energy Review
 - e. Council to consider and feedback on the Budget Review Report
 - f. Council to consider the introduction of a new Asset Register
 - g. Council to consider how to reinvest funds which are currently in a term deposit fund which is due to end

- h. Council to authorise the Addition of the Administration Assistant to internet banking for the Council's Unity Bank accounts (View accounts and set up payments only. Not authorisation of payments.)

149. Planning and Licensing

- a. To note the following decision made by Newark and Sherwood District Council:

22/01534/LDC	21 Rubys Avenue, Fernwood	Single storey rear extension	Refuse to issue a certificate
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150. To note the Village Hall Management Group notes

151. To note the Personnel Committee minutes

152. Policy

- a. *To consider the Village Hall Management Group's recommendations:*

- i. No changes required to the Village Hall Free Usage Policy
- ii. Not to increase Village Hall hire prices and review them September 2023

- b. *To consider the Personnel Committee's recommendation to make no changes to the following [documents](#):*

- i. Sickness Absence Policy
- ii. Grievance and Disciplinary Policy (including panel members)
- iii. [Anti- Bullying and Anti-Harassment policy](#)
- iv. [Relationships between Councillors and Council Employees](#)
- v. Flexible working policy
- vi. Management of stress in the workplace policy
- vii. Performance Policy
- viii. Capability procedure

- c. *To review the following documents:*

- i. Safeguarding Policy *including updates suggested by the Parish Clerk*
- ii. [Health and Safety Policy](#)
- iii. [Prohibition of Sky Lanterns and Helium Balloons](#)
- iv. [CCTV Policy](#)

153. To note and decide how to proceed following County Councillor's feedback on request for speeding tubes on Hollowdyke Lane

154. Correspondence

- a. N&SDC feedback regarding the alcohol licence for Welcome Break

MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 26th September 2022 at 7pm
at Fernwood Village Hall

Present: Parish Councillors: R. Cullen (Vice Chairman), H. Micah, J. Newton, J. Weale, M. Weale
Clerk: Marion Fox Goddard

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

124. Declaration of intentions to record the meeting

The Clerk recorded the meeting.

125. Public Forum

5 members of the public joined the meeting.

126. Apologies for absence

Parish Councillors Harrison and Smith. District Councillor I. Walker. County Councillor Lee.

127. Declarations of Interest

None.

128. Approval of the minutes of the Parish Council meeting on 18th July 2022

The minutes were approved as accurate record and Councillor Cullen signed them. Proposer: J. Weale, Seconder: J. Newton, RESOLVED unanimously.

129. Approval of the minutes of the Extraordinary Parish Council meeting on 7th September 2022

The minutes were approved as accurate record and Councillor Cullen signed them. Proposer: J. Newton, Seconder: J. Weale, RESOLVED unanimously.

130. Councillors' and Clerk's Report

Cllr Newton – Confirmed that the 2 lamps that were out in the woods are now working. Clerk to get quote for remaining lamp to be changed to LED.

September Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – Target date for completion: October 2022. N&SDC and Fernwood Parish Council sent a joint letter at the beginning of July seeking an update on this. Awaiting feedback.	21/46c

September Clerk's report	Agenda Item
Replacement tree for the dead Elm removed on Dale Crescent – one quote received so far. Other quotes are being sought. Only 5 responses were received on the consultation on how to address the bald patch on Dale Green. Three respondents preferred the shrubbery option, one respondent said they would be happy with turfing, or a shrubbery and one respondent said they would be happy with turfing, gym equipment or a shrubbery. I have started getting quotes for a shrubbery.	22/116c 22/92
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH.	21/87e
Youth Initiative – Reopened after the summer break. The booking system is still being used. There will be an article on the youth club in the October Fernwood Gazette. Councillor Cullen and I have now completed all the checks required to volunteer at the group should the staff require assistance. The recruitment of a permanent worker in charge and an additional youth support worker has been delayed but Youth Services do have this in hand. N&SDC have pledged £1731.23 to cover a youth support worker for July 2022 to June 2023. A new Worker in Charge (temporary) will start on September 30 th .	
Antisocial Behaviour/CCTV – A letter has been sent to N&SDC to request 2 cameras managed through the partnership that N&SDC are members of – awaiting feedback. Nottinghamshire Police have been in contact to ask if the Parish Council would like to attend quarterly Safer Neighbourhood Group meetings which will cover Balderton, Fernwood and Middlebeck. A resident has suggested having a volunteer group to tackle those individuals dropping litter. <i>Clerk to ask NSDC's WISE team to visit to try to address this.</i>	21/149
Coat of Arms – A second sketch has been done. <i>Councillor Cullen signed the sketch at the meeting. Clerk to return to the Windsor Herald with a note detailing how the Lancaster should be changed.</i>	21/154
Barratt David Wilson Homes Development: Construction traffic improved directional signage – still not in place. The planning application was submitted in March. NSDC received feedback from NCC at the beginning of August. The developer received a quote from Via to erect signs on 16 th September, so they (BDWH) are now going to arrange installation.	22/87
Water Tower, Goldstraw Lane – broken fencing to the rear of the tower still not fixed. Teenagers have been seen trying to get into the building. I have raised this issue with the Police and N&SDC's antisocial behaviour team and they have got Environmental Health Officers involved. I spoke to the owner of the tower on 16 th September; he has said he will send his own staff to fix the fences w/c 19/9/22.	22/6
Hollowdyke Lane – We are trying to find a suitable date to go to NCC to discuss this. The Council agreed to conduct an online survey to confirm if there is support for the lane to be reopened. <i>Clerk to draft questions so survey can be conducted.</i>	22/24

September Clerk's report	Agenda Item
Responsibility for ditches Hollowdyke Lane – a note was sent to NSDC regarding this, and they have asked their solicitor to investigate this. No further feedback at this stage.	22/16
Summer Play Sessions in the Village Hall Garden – these were very well attended.	22/80
Administration Assistant recruitment – Interviews were conducted on September 15 th and the new person will start on October 3 rd .	
Request for an Interactive Speed Sign on Dale Way – see item 135	22/114
The headmistress of Chuter Ede, Fernwood has been in touch regarding a child that hit a car whilst crossing the road near Restfil Way recently. The school are doing everything they can to educate the children to cross safely but there is concern that the design of the road is not helping the situation and a belief that a pelican crossing/ double yellow lines may be helpful in keeping pedestrians/cyclists going to school safer. She has said she will contact Nottinghamshire County Council directly, following our conversation but I have advised if she needs any support in future regarding this to come back to the Parish Council.	
Woodland – ecological report/general update – see item 136	
New Internal Auditor booked to do interim audit in November.	22/110
<p>FirstPort have responded regarding the woodland behind Dale Crescent homes They have said: the woodland marked is part of the managed estate; the building is Transco's responsibility (which may still have gas valves in);the wood was subject to a 5 yearly tree survey, on the last report they were no concerns about any of the trees and that they are carrying out a survey later this year.</p> <p>As Transco no longer exist, I have contacted National Grid who have now fed back that Cadent Gas own the property. Cadent Gas will be doing a site visit and feeding back to us.</p>	22/116
Village Hall extension – N&SDC have provided pre-planning application advice based on the draft plans that our consultant prepared. A meeting has been held with the consultant to go through the feedback. The consultant is currently getting quotes for a parking survey for the Council to consider. It is recommended this is done to assess current usage of the car park with a view to seeing whether it would be sufficient to meet extra demand from an extension	
Finance system – I have had demonstrations from Rialtas and Scribe. Currently awaiting quotes for the Council to consider.	

131. County Councillor and District Councillors Reports – No reports this month

132. Finance

[Bank reconciliation](#) – noted.

Year to date income – noted.

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

Items of Expenditure considered with unanimous decisions:

Expenditure	Budget Area	Total £	Decision
Floor scrubber	Village Hall – Individual items	Up to £2000	Prop. J. Newton; Sec.; J. Weale.
Wildflower bulbs	Grounds Maintenance	Up to £250	Prop. H. Micah; Sec.; M. Weale
NALC finance course	Training	£60	Prop.; H. Micah, Sec.; J. Weale
Plumbing work to meet legionella risk assessment	Maintenance	£1462.03	Prop. J. Weale; Sec.; J. Newton
Additional work required following legionella risk assessment (Thermometer calibration, water testing)	Legionella Management	£414 per annum	Prop. J. Newton; Sec.; M. Weale
SLCC membership for the Clerk	Subscriptions	325.00	Prop. J. Newton; Sec.; J. Weale
Leaf blower	Parish Council – Individual items	264.59	Prop. H. Micah; Sec.; M. Weale
Bat Surveys	Parish Council – Individual items		Council will proceed on survey for tree 853. See note below.
Woodland Management Plan	Parish Council – Individual items		Additional quote to be sought from N&SDC
50% contribution to the costs for managing the road closures in Balderton for Remembrance Sunday	Parish Council – Individual items	340.00	Prop. J. Newton; Sec.; M. Weale

Clerk to get alternative quotes for Legionella Training and woodland management plan and get costings for decommissioning showers in the shower block. Also, to add a sign to indicate water may be hot in changing room toilets.

Notes:

- i. Although legionella risk assessment indicated medium risk in disabled shower and changing room toilets, the Council noted these areas are locked off for most of the time and not used by hall users. Removing the showers and adding a sign will mitigate the risks outlined in the risk assessment.*

- ii. *Tree 869 belongs to Balderton Hall. Clerk to write to the owner to explain the bat surveys requirement and seek their agreement to pay EMEC for the survey work required for tree 869.*
- e. The conclusion of the external audit for the year ended 31 March 2022 was noted.
- f. The option to opt out of the SAAA central external auditor appointment arrangements was noted.

133. Planning and Licensing

a. The Council noted the following decisions made by Newark and Sherwood District Council:

22/01256/HOUSE	6 Johnsons Road Fernwood	Single storey rendered extension to rear of the property	Grant Householder Application
22/01410/ADV	Welcome Break Newark Services Great North Road	Welcome Break Newark Services Great North Road	Grant Advertisement Consent

- b. Application for a premises licence to be granted under the Licensing Act 2003 for [Welcome Break Newark Services](#) (alcohol) – The Council was happy with the late night refreshments and 24 hour opening aspects of the application but unanimously objected to a 24 hour alcohol licence (a licence in line with the One Stop shop in Fernwood or Tesco and Sainsburys in Balderton would be more acceptable). *Clerk to send feedback to N&SDC.*
- c. N&SDC’s emails regarding further changes to the N&SDC’s Scheme of Delegation for planning and associated applications and offer of planning training – noted. *Clerk to thank N&SDC and ask for the slides to be copied to the Fernwood Parish Council.*

134. Via East Midlands’ consultation on the reduction of the speed limit to 40mph on the B6326 between Hollowdyke Lane and Shire Lane

The Council unanimously agreed with the proposal – *Clerk to send feedback to NCC.*

135. Response to Via East Midlands’ refusal to allow Fernwood Parish Council to install a speed activated sign on Dale Way

Cllr Cullen confirmed the wording of NCC’s [Highway Network Management Plan](#) which details that requests for self funded speed activated signs will accepted regardless of whether NCC’s criteria for these are met. The Council agreed to ask for the sign on Dale Way again confirming the Parish Council will pay and highlighting the policy detailed above. *Clerk to respond to Via.*

136. Woodland Update Report

The Council noted the Clerk’s report regarding the woodland and agreed to:

- a. Not ask NCC to inspect the lamps and or quote for path repairs and not seek adoption of the paths by NCC (Unanimous). *Clerk to seek quotes for path repairs from elsewhere..*
- b. Not to proceed with applying for on dogs on lead order following feedback from N&SDC (Unanimous).
- c. Name the woods ‘Costall Woods’ (4 votes in favour, 1 abstention)

137. [Local Council Award Scheme](#)

The Council unanimously agreed to apply to the award scheme.

138. Christmas closure period for Fernwood Village Hall and the Parish

Council office

The Council agreed to close the hall and parish council office from December 24th, 2022, to January 2nd, 2023, inclusive.

139. Correspondence

- a. Email regarding the tinder in the woodland behind the nursery – noted. (EMEC advice is to leave woodpiles so request to remove ‘tinder’ will not be actioned.)
- b. Email regarding antisocial behaviour – noted. (N&SDC antisocial behaviour team and Police aware, quotes being obtained for shrubbery.)
- c. Emails regarding construction traffic on Hunters Road, vehicles going over 20mph on Hollowdyke Lane and enquiry on when there will be a dog bin on the new development. *Clerk to request speed measurement tubes on Hollowdyke Lane from NCC and ask Barratt David Wilson Homes when the bin on their plans will be installed.*
- d. Invite to the Nottinghamshire Association of Local Councils AGM. *Clerk and Cllrs J & M Weale will attend. Cllr J. Weale to vote.*
- e. Messenger request to ask developers to have all ages in mind when designing parks – noted. The Parish Council agreed to put this request to Persimmon when their S106 has been agreed. *Clerk to write to N&SDC and Persimmon.*
- f. Complaint regarding the park at Fernwood – noted. (Fernwood Parish Council is not responsible for the park in central Fernwood; this is owned by Barratt David Wilson Homes and managed by FirstPort. The Parish Council is working with N&SDC to get ownership of the open spaces in Fernwood, but this has yet to be completed.)
- g. Winter Service 2022/2023 - Offers to Assistance to Parish Councils – noted.
- h. Email regarding alcohol licence application at the Welcome Break Services – noted. See item,133b.
- i. RCAN Community Engagement Project – noted.
- j. NHS Nottingham and Nottinghamshire Engagement Team Consultation regarding an [Have your say to inform the development of a new mental health website for adults](#) - noted. Cllr Micah agreed to respond.

EXEMPT ITEM

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

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

140. Review the Parish Clerk and Responsible Financial Officer’s working hours

The Council unanimously agreed to permanently change the clerk’s working hours to 37 hours per week. (Prop.: R. Cullen, Sec.: J. Newton) *Contract documentation to be updated Clerk/Chairman*

Meeting closed at 9.15pm

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

October Clerk's report	Item 146
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – Target date for completion: October 2022. Awaiting full update from N&SDC but they have confirmed that the BDWH and N&SDC's lawyers are working on this.	21/46c
Replacement tree and shrubbery for Dale Crescent – No further on getting quotes.	22/116c 22/92
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH.	21/87e
Youth Initiative – The new temporary worker in charge is now running the club. Support has been offered from Councillor Cullen and the Clerk if needed. Adverts for the current vacancies are now out. A six month review meeting will be held later this month.	
Antisocial Behaviour/CCTV – still awaiting feedback regarding the Council's request to N&SDC to request 2 cameras managed through the partnership that N&SDC are members of. Following the last meeting, a request has been submitted to ask NSDC's WISE team to visit Fernwood to help address littering.	21/149
Coat of Arms – Signed sketch has been sent to the Windsor Herald.	21/154
Barratt David Wilson Homes Development: Construction traffic improved directional signage – still not in place. The developer is awaiting an installation date from Via but are hoping this will be soon.	22/87
Water Tower, Goldstraw Lane –Despite the owner of the tower saying he would send his own staff to fix the fences w/c 19/9/22, this still has not been done. I have raised this with Newark and Sherwood District Council again due to the hazard the area presents to local people, as children were seen entering the site.	22/6
Hollowdyke Lane – We are trying to find a suitable date to go to NCC to discuss this. The Council agreed to conduct an online survey to confirm if there is support for the lane to be reopened. The survey was launched on October 3 rd and there has been a significant response so far. See item 153.	22/24
Responsibility for ditches Hollowdyke Lane – a note was sent to NSDC regarding this, and they have asked their solicitor to investigate this. No further feedback at this stage.	22/16
Administration Assistant started on October 3 rd .	
Request for an Interactive Speed Sign on Dale Way – a renewed request was sent in following the last meeting - still awaiting feedback from NCC.	22/114
Woodland – bulbs are on order for the community bulb planting event on October 15 th and invites have gone out too those who have expressed an interest in volunteering in the wood along with a general invite on social media. The owner of tree 869 has declined to work with the council on getting joint bat surveys so we will arrange the survey for our tree 853. The third streetlamp that belongs to the Parish Council will be upgraded to LED shortly (this have been included in the original quote).	
Request has been sent to N&SDC to ask developers to have all ages in mind when designing parks. N&SDC planning officers have forwarded this to Persimmon Homes	22/139e

From: Councillor John Lee <Cllr.John.Lee@nottscc.gov.uk>
Sent: 03 October 2022 14:28
Report

Item
147

I'm working very close to schools to look at all options for highways improvements and will update the parish council on any outcomes .

Request was made for speeding tubes for hdk lane .

I have requested this for the summer months as with better visibility and more people using the road it will give us a better accurate results than doing it in the winter when less people use the road and drive slower due to poor visibility .

Once we get the results myself and officers will have a look at the options .

I look forward to having a discussion with you after the results have come forward for a conversation .

My personal hope is that the original scheme has worked and going forward will carry on working .

Will also be writing to developers once we have the information and inviting them to be involved in a consultation as well as the parish council and residence .

I look forward to holding the meeting at the county council for the parish council to have an open meaningful discussion as well as getting opportunity to work with you on some agreed schemes going forward that will help the community .

Very frustrating that we have struggled to agree a date that everybody can do but I think it shows the level of commitment i have to want so many people to attend .

The officers commitments to wanting to attend these meetings to outline the county council strategy and policy going forward as well as listening to the parish councils opinion will hopefully be a benefit when forward .

a meeting on this scale has never been done for any other parish council and I look forward to hopefully if it works we can open it up to over parish councils and other counsellors will follow suit .

If you could send me a rough list of areas you would like us to look at it would be much appreciated

.Some of the things I've asked officers to look at but this will not limit anything you want to look at .

Officers to look at explaining the decisions made on hdk , policies on approved sites for signes requests from parish councils, trigger points for changes to the road speed, and a full brief including future developments for Newark Balderton and middlebeck that could have a knock-on effect to the residents of fernwood,

If the parish Clark could make sure this goes out to all parish councillors it would be much appreciated , Newark advertiser would like to discuss any of these points they can contact me directly .

Cllr johno lee .

**Bank Reconciliation
Fernwood Parish Council**

Period Ending 30-Sep-22

Prepared by: *Marion Fox Goddard, Clerk*
Date: 03 October 2022

Approved by: *[Signature]* *[Signature]*
Date: 5/10/22 5/10/22

Balance per bank statement as at 30-September-2022

	£	Total £
TSB Current Account - Parish Council	£44,986.58 ✓	
TSB Reserve Account - Parish Council	£43,954.10 ✓	
Unity Trust - Parish Council	£17,434.29 ✓	
TSB Current Account - Village Hall	£3,485.03 ✓	
TSB Reserve Account - Village Hall	£7,198.31 ✓	
Unity Trust - Village Hall	£19,539.13 ✓	
Nationwide	£83,928.27 ✓	
Redwood	£85,000.00 ✓	
Virgin Money	£85,722.50 ✓	
Petty Cash	None held	
		391,248.22
Less: any unpresented cheques/BACS payments at 30-September-2022		£0.00
Add: any unbanked cash / cleared cheques at 30-September-2022		£0.00
Net bank balances as at 30-September-2022		<u>£391,248.22</u>

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

CASH BOOK

Opening Balance	£368,022.85
Add: Receipts in the year	£506,255.04
Less: Payments in the year	£483,029.67

Closing balance per cash book as at 30-September-2022 £391,248.22

Ringfenced Amounts

General Reserve	£253,310.35
CIL	£537,938.87
	<u>£791,249.22</u>

Note:

Investments with CCLA

Deposits made during the period ending	30 September 2022	£	-
Total Investments with CCLA		£	400,001.00 ✓

Agenda Item 148 - Finance

b. Income 2022/23	£
Regular hire	14,911.85
Other hall hire	4,376.70
CIL	398,249.92
Precept	80,949.00
Interest	1,573.19
VAT reimbursement	4,637.06
Grants	400.00
Feed in tariff	732.32
Advertising income	425.00
Total	506,255.04

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
Parish Council					
	Salaries, HMRC, pension (October)			6,338.93	BACS
Amazon	Maintenance -Oil for leaf blower	9.17	1.84	11.01	CARD
M. Fox Goddard	Expenses - Mileage	52.20		52.20	BACS
M. Gulliford	Gazette distribution	100.00		100.00	BACS
NSDC	Dog bins 6 months	1,528.00	305.60	1,833.60	BACS
Royal British Legion	Wreaths	67.97		67.97	CARD
Unity Bank	Bank charges	18.00		18.00	BACS
Zoom	Remote meetings software	11.99	2.40	14.39	CARD
Village Hall					
Ionos	Email Services	7.98	1.60	9.58	BACS
Crown	Gas Supply	66.96	3.35	70.31	BACS
Inspire Tch UK Ltd	Urn	77.03	15.41	92.44	CARD
NSDC	Premises Licence	180.00	0.00	180.00	BACS
RB Wholesale	Cleaning Supplies	215.89	43.19	259.08	BACS
SSE	Electricity Supply	414.32	20.72	435.04	BACS
Unity Bank	Bank Charges	18.00		18.00	BACS
Water Plus	Water Supply	35.65		35.65	BACS

Highlighted figures in the originally published agenda pack were wrong (VAT not included on Parish Council items, VAT incorrectly included on the Premises Licence)

d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
Financial Software (Accounts only)	Software	961.00	192.20	1153.20
Woodland Management Plan	Grounds Maintenance	1201.00	240.20	1441.20
Bird/Bat Boxes	Individual Items/Event	Indicative price £8 each		
Design fee for area behind Marron Court	Grounds Maintenance	Figures to follow		

Interim maintenance fee for area behind Marron Court	Grounds Maintenance	Figures to follow
Energy Review	Utilities	Figures to follow



About Us

Scribe provides purpose-built cloud applications that enable local councils in England and Wales to manage their financial accounts, facilities bookings, allotments and cemeteries with pinpoint accuracy. Scribe provides continuous, free training sessions from the Scribe Academy, with uncapped support from our team of qualified and part-qualified Accountants and Clerks.

Scribe is the fastest-growing software and training provider operating in the local government sector. Scribe's mission is to help local communities work smarter and have over 800 customers.

We help you

- Demonstrate the responsible, secure management of public funds, facilities and cemeteries
- Enhance transparency with unlimited, read-only users
- Reduced risk of mismanagement, errors and costly failed audits
- Avoid GDPR & Data Protection Act (2018) pitfalls
- Increase confident decision making with clear, accurate reporting

Plan details & pricing

We outlined the following package based on our discussion, including

- Unlimited users at no extra cost
- Uncapped support and training from our team of accountants
- Unlimited software upgrades
- Daily backups
- Full audit trail
- Online Knowledge base

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month (billed up-front)	£47	12 months	£564
Bookings subscription fee per month (billed up-front)	£24	12 months	£288
Setup			
One-off set-up fee - Accounts	£397	1	£397
One-off set-up fee - Bookings	£197	1	£197
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Year-End Assistance	FREE	Unlimited	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£1,446

This proposal is valid for 30 days from 20/09/2022

Meet your experienced support team

We have a team of qualified and part qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Tracy Russell (AATQB)
Junior Accountant



Jess Shackley (AATQB)
Junior Accountant



Jo Peters
CiLCA Qualified

Scribe Accounts

Annual Return/ Year End - run your annual return and year-end reports at the click of a button

VAT - produce your VAT Return or VAT Form 126 and submit it directly to HMRC through our MTD portal

31/03/2021 (2020-2021)

Daymerth Town Council
FINANCIAL STATEMENTS - 2020/21 (Statement of Accounts)
Accounts for Year from 01/04/2020 to 31/03/2021

These figures have been prepared on an ACCRUAL and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balance brought forward	0.00	1247.33
2	Annual payment	0.00	0.00
3	Total other receipts	0.00	102,212.99
4	Staff Costs	0.00	109,932.02
5	Loan interest/capital repayments	0.00	0.00

Invoicing - produce a personalised, professional invoice and run an outstanding invoice report

Bank Reconciliations - run monthly bank reconciliations that can be printed and signed for approval

Budgeting & Forecasting - Monitor your actuals vs budgets and commit spend throughout the year, forecast for your year-end position and set your proposed budget for the next financial year

Integrations

stripe

Stripe allows customers to pay online while making a booking or via a link printed on the invoice



HMRC to submit VAT Returns, check what you owe and view VAT payment history

Important information about your Scribe quotation



Nathan Foster <nathan.foster@scribeaccounts.com>
To: Marion Goddard



Reply

Reply All

Forward



Thu 05/10/2022 09:3

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.
We converted this message into plain text format.

Hi Marion,

For your information, starting from 1st November we'll be introducing new pricing plans that will better reflect the needs of our customers, while allowing us to keep improving Scribe and implementing new features. This change will represent an increase of 20%.

We work really hard to keep our business efficient, and our costs small, and in the last 2 years we are proud to say that we have not raised our prices for any new customers.

As you are currently not a Scribe customer, the changes will not currently affect you. However, I thought you might want to know some information, as you are receiving this email due to receiving a quote from us recently.

If you decide to progress with your quotation before 14th November, you will be able to enjoy your first full year of Scribe on our previous price plan. If you have been looking for a reason to move over to our cloud-based system, with unlimited support from our specialised team, this is it!

If you have any questions or issues, reach out to me and I'll be more than happy to help.

Have a great day.

Kind Regards,

Connected





 QUOTATION

Prepared for Fernwood Parish Council

Dated 1st July 2022

1a. Purchase of Rialtas Suite Alpha Financial Management Software

Purchase Installation of the following:

Alpha Financial Management Software £ 295

Online Install, Chart of accounts and training £ 225

Purchase of Software £ 520

1st Year Annual Support and Maintenance Single User Licence £ 129

Total Costs 1st Year for Purchase of Software £ 650

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence £179 per annum

or

Annual Support and Maintenance Single User Licence £129 per annum

Making Tax Digital for VAT

MTD for VAT (if required) Annual Support and Maintenance £59 per annum



Fernwood Parish Council Budget Review 2022/23

Introduction

This document summarises financial activity from 1st April to 30th September 2022 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 2022/23 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 . This will be discussed at the Parish Council Full Council meeting on 17th October.

Marion Fox Goddard

Parish Clerk and Responsible Financial Officer

October 10th 2022

Parish Council and Village Hall Payments Budget for 2022/23 Review after 2nd quarter

Expenditure Budget Area	Original Budget	Proposed Revised Budget	Total Expenditure to date	Variance	% of Budget spent
Administration					
Salaries and statutory payments:PAYE, NI and Pension	£ 68,500	£ 79,000	£ 33,545	-£ 34,955	49%
Training	£ 750	£ 750	£ 403	-£ 347	54%
Copier Rental & Printing	£ 1,600	£ 1,700	£ 827	-£ 773	52%
Telephone & Broadband & Website	£ 1,350	£ 1,350	£ 636	-£ 714	47%
Stationery	£ 250	£ 350	£ 162	-£ 88	65%
IT	£ 500	£ 500	£ 161	-£ 339	32%
Licences	£ 950	£ 950	£ 345	-£ 605	36%
Postage	£ 25	£ 25	£ 14	-£ 11	55%
Expenses & Mileage	£ 200	£ 400	£ 236	£ 36	118%
Insurance	£ 1,700	£ 2,241	£ 2,241	£ 541	132%
Bank charges	£ 150	£ 150	£ 72	-£ 78	48%
Legal	£ 5,000	£ 5,000	£ 1,502	-£ 3,498	30%
Audit Fees	£ 900	£ 750	£ 543	-£ 358	60%
Individual Items	£ 8,000	£ 21,000	£ 16,769	£ 8,769	210%
Memberships: NALC, SLCC etc	£ 900	£ 1,050	£ 920	£ 20	102%
Election Charges	£ -	£ -	£ -	£ -	0%
Capital Projects					
Signage & Maps	£ 500	£ 500	£ -	-£ 500	0%
Street lamp/path repairs	£ 18,500	£ 18,500	£ 1,766	-£ 16,734	10%
Architectural Services	£ 1,800	£ 3,900		-£ 1,800	0%
Grounds Maintenance					
Play equipment safety checks	£ 300	£ 300	£ -	-£ 300	0%
Ground Maintenance (Grass & Trees)	£ 3,500	£ 3,500	£ 553	-£ 2,947	16%
Section 137 Grant					
	£ 3,000	£ 3,000	£ 1,400	-£ 1,600	47%
Promotional Activities					
Publications	£ 1,600	£ 1,600	£ 1,040	-£ 560	65%
Events	£ 3,000	£ 4,929	£ 4,929	£ 1,929	164%
Village Amenities					
Defibrillators	£ 250	£ 350	£ 318	£ 68	127%
Dog Bin Emptying	£ 3,000	£ 3,600	£ 1,800	-£ 1,200	60%
Neighbourhood Watch and CCTV		£ 20,000			0%
Village Hall					
Advertising	£ 500	£ 540	£ 540	£ 40	108%
Waste Removal	£ 1,400	£ 1,500	£ 751	-£ 749	54%
Legionella Testing	£ 1,500	£ 1,500	£ 1,102	-£ 2,398	73%
Maintenance including Boiler, CCTV and Intruder Alarms	£ 3,500	£ 4,500	£ 3,669	£ 1,569	105%
One off Maintenance Services (e.g. PAT, Fixed electrics)	£ 2,100	£ 1,300	£ 982	£ 582	47%
PHS Hygiene Solutions and Cleaning Products	£ 400	£ 400	£ 196	-£ 2,004	49%
Cleaning supplies/services	£ 2,200	£ 2,500	£ 1,182	-£ 4,818	54%
Utilities	£ 6,000	£ 7,000	£ 2,695	-£ 3,305	45%
Youth Project					
Youth Services	£ 12,000	£ 12,000	£ 1,731	-£ 10,269	14%
					0%
Total Budget	£ 155,825	£ 206,635	£ 83,029	-£ 72,796	53%
Indicates where forecast is above original budget					
CIL will be used					

Parish Council and Village Hall Receipts Budget for 2022/23 Review after 2nd quarter

Income Budget Area	Original Budget	Proposed Revised Budget	Total Income to date	Variance	% Budget receipts
Precept	£ 80,949	£ 80,949	£ 80,949	£ -	100%
VAT rebate	£ 2,500	£ 6,000	£ 4,637	£ 2,137	185%
CIL		£ 882,000	£ 398,250	£ 398,250	
Regular Hire	£ 18,000	£ 26,000	£ 14,912	-£ 3,088	83%
Other Hire / Events	£ 7,000	£ 7,000	£ 4,377	-£ 2,623	63%
Bar Profits	£ 250	£ 250	£ -	-£ 250	0%
Feed in Tariff	£ 1,500	£ 1,500	£ 732	-£ 768	49%
Grants	£ 1,000	£ 1,900	£ 400	-£ 600	40%
Interest	£ 1,400	£ 3,000	£ 1,573	£ 173	112%
Advertising income	£ 600	£ 600	£ 425	-£ 175	71%
Total	£ 113,199	£ 1,009,199	£ 506,255		447%
Proposed revised budget without CIL		£ 127,199			
Actual Income to date without CIL		£ 108,005			
Indicates where forecast is above original budget					

Explanation for Significant Suggested Forecast Revisions

Expenditure	Reason for Changes
Salaries and statutory payments: PAYE, NI and Pension	Clerk permanently increased hours to full time. New Admin Assistant started October 2022. Current national pay negotiations could lead up to £7300 increase in salaries and related costs .
Insurance	This includes £535 for the Jubilee event.
Individual Items	Coat of Arms £14555, Bins for new woodland £1425
Architectural Services	£900 to be paid for detailed planning application for the extension of the village hall. There will be parking assessment on top of this which is estimated to be £3000-4000
Neighbourhood Watch and CCTV	July 2022: Council agreed to ask to have 2 cameras from CCTV partnership. Could fall in this financial year or next but CIL will be used.

Income	Reason for Changes
CIL	Very much dependent on developer contributions going to N&SDC. Some of the April contributions did not arrive so I have added these into what was expected for October.
Regular Hire income	Initial budget was cautious due to possible implications of Covid.
Grants	NSDC contributed £400 to Jubilee event and will contribute £1500 to the youth project.
Interest	CIL receipts being invested and interest rates rising.

Conclusion and Recommendations

The Council is asked to note the projected outcomes for 2022/23. The Council's reserves and the increased income from the village hall and interest will help cover some of extra costs the Council will incur this year but we need to be mindful of the current economic climate.

There are restrictions on what Community Infrastructure Levy can be spent on so the healthy bank balance must not mislead the Council. The Clerk/RFO will produce a five year forecast for the Council to assess the budgetary implications going forward. This will be on the January agenda for consideration.

Appendix 1 : Bank Reconciliation 30 September 2022

Bank Reconciliation
Fernwood Parish Council

Period Ending 30-Sep-22

Prepared by:

Marion Fox Goddard, Clerk

Date:

03 October 2022

Approved by:

Clm
5/10/22

James Weak
5/10/22

Date:

Balance per bank statement as at 30-September-2022

	£	Total £
TSB Current Account - Parish Council	£44,986.58 ✓	
TSB Reserve Account - Parish Council	£43,954.10 ✓	
Unity Trust - Parish Council	£17,434.29 ✓	
TSB Current Account - Village Hall	£3,485.03 ✓	
TSB Reserve Account - Village Hall	£7,198.31 ✓	
Unity Trust - Village Hall	£19,539.13 ✓	
Nationwide	£83,928.27 ✓	
Redwood	£85,000.00 ✓	
Virgin Money	£85,722.50 ✓	
Petty Cash	None held	
		391,248.22
Less: any unpresented cheques/BACS payments at 30-September-2022		£0.00
Add: any unbanked cash / cleared cheques at 30-September-2022		£0.00
Net bank balances as at 30-September-2022		£391,248.22

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

CASH BOOK

Opening Balance	£368,022.85
Add: Receipts in the year	£506,255.04
Less: Payments in the year	£483,029.67

Closing balance per cash book as at 30-September-2022 **£391,248.22**

Ringfenced Amounts

General Reserve	£253,310.35
CIL	£537,938.87

£791,249.22

Note:

Investments with CCLA			
Deposits made during the period ending	30 September 2022	£	-
Total Investments with CCLA		£	400,001.00 ✓

Appendix 2: Individual Items Breakdown

Supplier	Description	VAT	Net	Total
College of Arms	Coat of Arms		£14,555.00	£14,555.00
Newark Locksmiths	Spare front door keys	£ 16.66	£ 83.30	£ 99.96
Pa Dowding	Geocache containers		£ 16.21	£ 16.21
Glasdon	2 bins and dog bin	£237.51	£ 1,187.54	£ 1,425.05
Kirk and Bills	Bin installation	£ 87.60	£ 438.00	£ 525.60
Garden Ornaments & Accessories	Bird bath	£ 3.00	£ 14.99	£ 17.99
Amazon EU S.à r.l., UK Branch	No ball games sign	£ 4.78	£ 23.91	£ 28.69
Amazon	Teaspoons	£ 1.93	£ 9.67	£ 11.60
Shanghai LeYoung Trade Co LTD	Beakers	£ 5.00	£ 24.98	£ 29.98
Invero Ltd	Beakers	£ 4.00	£ 19.98	£ 23.98
County Court Business Centre	Debt recovery		£ 35.00	£ 35.00
Total		£360.48	£ 16,408.58	£ 16,769.06

Asset Register Review – October 2022

1. Introduction

The format review of our Asset Register is long overdue. The previous register lacked detail to identify items easily and key information such as when an asset had been bought. It also covered items valued as low as £3.

2. Proposed format

In line with NALC's Joint Panel on Accountability and Governance (JPAG) guidance, the following format is suggested. (See appendix 1 for an extract of the guidance). It is suggested items below £500 will no longer be included in the register. This proposed register is more manageable and can be used to project the lifetime of items so more accurate budgeting can be done going forward.

FERNWOOD PARISH COUNCIL					
Asset listing - March 31st 2023					
Item	Location	Value £ (excl VAT)	Year of Purchase (when know)	Estimated Lifetime	Notes
Fernwood Village Hall*	Fernwood Village Hall	£ 1,038,092.14	Jan-22		* (Ownership was transferred to Fernwood Parish Council for £1)
Costall Woods	Behind Fernwood Day Nursery	£ 25,000.00	May-22		
Dale Crescent Green	Dale Crescent	£ 1.00			
Projector x2, Screen x2, Sound system (Trisoft installation)	Fernwood Village Hall	£ 5,600.00	Oct-19	10 years	
Burgundy chairs no arms 156, with arms 12	Fernwood Village Hall	£ 5,500.00	Prior to 2012	15 years	Estimated price for all chairs (Trent Furniture)
Dog bin x 21	Various Locations Across the Parish	£ 4,854.00	Various	8-10 years	Deeke added 2021/22, Derry wood added 05/22
Stage	Fernwood Village Hall	£ 4,623.00	Prior to 2012 but parts replaced	15 years	Estimated price for whole stage
Portable floodlights & trolley	Fernwood Village Hall	£ 2,909.98	Approx 2013/14	10 years	Batteries not working. Council to consider how to proceed.
CCTV (14 cameras, 1 ANPR camera, recorder, screen and power cables)	Fernwood Village Hall	£ 2,890.00	Various	8 years	
Trim trail equipment (2 items)	Dale Crescent	£ 1,926.00	?	Need to be replaced	Need to be replaced
Patio tables x 3	Fernwood Village Hall	£ 1,479.00	Approx 2013/14	20 years	
Light weight Go Pak tables (14 on trolley)	Fernwood Village Hall	£ 1,303.00	Approx 2012	12 years	(2 have been replaced as damaged)
External notice board	Fernwood Village Hall	£ 1,252.00	?2008	20 years	
Container x 2	Fernwood Village Hall	£ 2,195.00	One prior to 2012, one approx 2015	15 years	On rusted
Office furniture (2 desks, 1 small filing cabinet and 2 small sets of drawers)	Fernwood Village Hall	£ 935.00	Prior to 2012	20 years	
2 refuse bins (Glasdon - Sherwood)	Derry's woodland	£ 877.24	May-22	10 years	
7 Go Pak small tables on trolley	Fernwood Village Hall	£ 697.00	Apr-18	12 years	
Tommy	Fernwood Village Hall	£ 776.30	Oct-18	?	
Dell inspiron 3793 Laptop	Fernwood Village Hall	£ 538.58	Apr-21	5 years	Clerk's Lap Top
Blue folding display board x 3	Fernwood Village Hall	£ 612.00	Approx 2015	15 years	
Industrial mats x 2	Fernwood Village Hall	£ 552.00	Prior to 2012	5 years	To be replaced
Dell 15" Laptop 15 3511	Fernwood Village Hall	£ 499.16	Feb-22	5 years	Administration Assistant's lap top
Total		£ 1,103,112.40			

3. Items to write off/consider how to proceed with

- a. **Laptops** - There are 2 laptops that I recommend should be written off which are below value of £500. These are the Clerk's old laptop which had become very slow and unreliable and the laptop that the previous assistant used which again was old and the battery was failing. When these were purchased is unclear from the original asset register but they are both over 6 years old.
- b. **Shelters** - we have 4 frames for shelters in the container. The covers for the larger ones were very mouldy and disposed of this summer. We still have the covers for the smaller ones, but they do have some mould on too. It is suggested that we keep the frames for now but not replace the covers as the mould has been caused by the containers being damp. When we have better storage space (when the hall is extended/adapted), it is suggested that the Council consider ordering new covers.
- c. **Floodlights** - the batteries for the floodlights have failed. The caretaker tried to use one of these for the Jubilee event without success. The Council is asked to consider how to proceed with these I understand that were used for football which is no longer played on the playing field.

Appendix 1: Extract from JPAG (Full document can be read [here](#))

5.56. An asset register is the starting point for any system of financial control over tangible assets as it:

- facilitates the effective physical control over assets
- provides the information that enables the authority to make the most cost-effective use of its capital resources
- supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
- forms a record of assets held for insurance purposes.

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

5.58. Assets should be first recorded in the asset register at their actual purchase cost.

5.59. Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.60. Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.61. Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one pound (£1) value as a proxy for the zero cost.

5.62. Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'.

Authorities should record community assets in the asset register in the same way as gifted assets.

5.63. The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.64. For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.65. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.66. The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.



Investment Review – Virgin Money

Two year Business Term Deposit Account

In November 2020, the Council invested £85,000 (0.85% AER fixed rate) in a Yorkshire and Clydesdale Bank Term (2 years) deposit account. The account was rebranded as Virgin Money when the banks merged. This account matures on 7 November 2022.

Virgin money wrote to the Council earlier this month suggesting that we reinvest with them for 2 years on another fixed rate product they are offering with a rate of 2.2% AER. However, when looking into this online, I have found the rate has increased to 3.1% AER. Details of the account can be read [here](#).

Alternative Option

The Council could invest this money in the CCLA which offers more flexibility but variable return. The image below shows the latest yield. Key Facts on this fund can be read [here](#).

CCLA
GOOD INVESTMENT

ABOUT US INVESTMENTS INSIGHTS EVENTS SUSTAINABILITY RESOURCES CONTACT Q

The Public Sector Deposit Fund

[Key facts](#) [Yield tracker](#) [Fund overview](#) [Price, yield and liquidity information](#) [Fund documents](#) [Advisory board](#)
[Ready to invest?](#) [Risk warning](#)

Launch date	May 2011
Legal structure	Collective Investment Scheme
Unit types	Class 4
Minimum initial investment	£25,000
Minimum subsequent investment	£5,000
Dealing day	Every business day before 11.30am

Yield tracker

Latest yield

As at 10 Oct 2022 1.9784%

Recommendation

It is recommended that the Council reinvests with Virgin money. This will tie the funds to this organisation for 2 years but the Council has large amounts of funds which can be easily drawn upon when needed.

AER – Annual Equivalent Rate illustrates what the interest rate would be if interest was paid and compounded once a year.

Fernwood Village Hall Management Group

at Fernwood Village Hall

5th October, 2022

Councillors – Ryan Cullen, Jim Weale, and Mollie Weale

Community/Hall User representative – Carl Meacham

Staff – Malcolm Dickinson, Claire Blackman, Marion Fox Goddard

Apologies - Cheryle Mack

	Issue	By whom	By when
1	Approval of the Notes of the previous meeting 14/06/22 The notes were approved.		
2	<p>Matters Arising</p> <p>Village hall extension plans – advice has been received from N&SDC regarding the pre-application. Concerns have been raised regarding loss of parking spaces and impact on nearby trees. A traffic survey will need to be undertaken to ensure the current carpark can accommodate user demand. This will be carried out by an outside agency and Mark is obtaining costings. Ideally the survey would be undertaken over a week to get a full picture of the current demand on parking. Options can be investigated if the traffic survey isn't favourable.</p> <p>Admin Assistant – Claire Blackman has come into the post of Admin Assistant and will be dealing with admin for the Village Hall.</p> <p>Fencing – A company has been out and had a look at the fence and measured up with a view to provide a quote for replacing it. The fence uses a pulley system which has failed in places so it may be that sections can be repaired without the need to replace the entire fence. It may be worthwhile to obtain further quotes and a replacement with a better-quality fence might need to be investigated.</p> <p>Action to be carried out – Clerk to chase quotes</p>	MFG	ASAP
3	<p>Bookings Update</p> <p>A new ante-natal class (Lucina Mama Antenatal Class) will be running from November and is currently advertised in the gazette.</p> <p>We still have the trampolines in storage from the cancelled Trampet classes. Jennifer has paid for storage until November.</p>	MFG / CB	

	Issue	By whom	By when
	<p>Action to be carried out – Contact Jennifer to find out her plans for the class and removal of trampolines and returning of key.</p> <p>Numbers of party bookings are healthy.</p> <p>Marion will need to chase Martin from Coxes regarding his bar figures</p> <p>There has been an issue recently with the bar manager and a service user allowing alcohol to be bought into a party when the bar was in use. As a result of this, new bar T&C's have been drawn up to better reflect the policy for outside alcohol. The new policy has clear steps to be taken to resolve the situation.</p> <p>Action to be taken – Marion to purchase a frame for the bar area</p>	<p>MFG</p> <p>MFG</p>	<p>7/10</p> <p>14/10</p>
4	<p>Policy</p> <p>A policy is required for the use of banners and advertising on Council Property. It had been noticed the YMCA had placed a banner on the Village Hall fence without permission advertising their nursery facilities. The banner has been removed and will need to be collected. Contact YMCA to arrange collection.</p> <p>There is no issue with regular hires and charities advertising but a written policy on the website would be helpful.</p> <p>Free usage policy. The group reviewed the policy and usage over the last year. Recommendation to be taken to the full council.</p> <p>No changes are required the free usage policy.</p> <p>Ad-hoc and regular user T's and C's Marion is currently reviewing the T's and C's for the hall. It is felt that the ACRE are too long winded whereas ours are only 3 pages and there is concern around whether very lengthy T's and C's would get read, but they would be helpful for any legal processes. Marion will continue to look at this.</p> <p>Prices The prices for the use of the hall were revised 24 months ago. It is felt that given the current climate that raising prices may be difficult for service users and we are competitive with other halls in the area. Although energy prices are increasing, we are in a fixed rate and have solar panels. It was agreed to recommend to the Parish Council not pass the cost on and the prices will be reviewed again in 12 months. Feedback to full council.</p>	<p>CB</p> <p>MFG</p> <p>MFG</p> <p>MFG</p>	<p>14/10</p> <p>17/10</p> <p>12/22</p> <p>12/22</p>
5	<p>Risk Assessments</p> <p>Legionella update – The risk assessment was carried out in August 2022, but the inspector did not involve Marion or Malcolm while carrying it out. The Shower block came back as medium risk at the shower and taps. The block isn't used, and Malcom flushes the system weekly. All other</p>		

	Issue	By whom	By when
	<p>high or medium risks have been dealt with. DCR have been asked to provide a letter detailing the boiler to pass to the risk assessor, but this hasn't been forthcoming yet. We are obtaining quotes to decommission the shower block</p> <p>Action – Training for Marion, Malcolm, and Claire</p> <p>Fire risk assessment is taking place next week.</p> <p>Fire training to be arranged for regular users and staff.</p>	<p>MFG</p> <p>MFG</p> <p>MFG</p>	<p>Ongoing</p> <p>12/22</p> <p>12/22</p>
6	<p>AOB</p> <p>Malcolm raised the issue that there are several radiators that are not getting hot. Action to be taken – To be raised with Lewis at DCR.</p> <p>As the grass cutting will be getting less now the weather is changing, Marion raised the possibility of Malcolm using his time to paint the hall. The current colour is no longer available to an alternative but similar colour will need to be sourced. It was agreed that the lower half of the wall would be painted Burgundy. Paint to be sourced.</p> <p>Mollie highlighted that St Giles were unable to do the Carol Service this year and discussed with Carl whether it would be something he would like to look into delivering. Carl said he would be happy to look at it and would liaise with Chuter Ede school.</p>	<p>MFG</p> <p>CB/MD</p> <p>CM</p>	<p>14/10</p> <p>14/10</p>
	Next Meeting 11am 18th January 2023, Fernwood Village Hall		

**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on October 6th, 2022
at Fernwood Village Hall**

Present: Parish Councillors: D. Harrison, J. Newton, B. Smith (Chair)
Clerk: Marion Fox Goddard
Apologies: Councillor Micah

1. Members resolved to conduct the meeting without the public and accredited representatives of newspapers.

2. Approval of the minutes from the last meeting held on March 17th, 2022
The minutes were approved as accurate record and Councillor Smith signed them.

3. Matters Arising

The Councillors noted:

- a. Previous Administration Assistant resigned on 28/3/22
- b. Code of conduct complaint was submitted in March.
- c. Recruitment process for administration assistant recommenced in July and new assistant started on October 3rd.

4. Policy Review

Committee members unanimously agreed to recommend to Full Council that no changes are required to the following:

- a. Sickness Absence Policy
- b. Grievance and Disciplinary Policy (including panel members)
- c. Anti-Bullying and Anti-Harassment Policy
- d. Relationships between Councillors and Council Employees Policy
- e. Flexible Working Policy
- f. Management of Stress in the Workplace Policy
- g. Performance Policy
- h. Capability Procedure

Meeting closed at 19:40

Next Scheduled Meeting: Wednesday 22nd March 2023 at 7pm, Fernwood Village Hall

Safeguarding Policy

Revisions for consideration on October 17th 2022

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how Fernwood Parish Council/Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect. We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our councillors, volunteers, and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors, councillors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

3. Persons affected

- All councillors, volunteers, and staff
- All those attending any activity or service that is being delivered from the village hall property
- All visitors and contractors

4. Policy principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Fernwood Parish Council/Village Hall has a zero-tolerance approach to abuse.

Fernwood Parish Council/Village Hall recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Fernwood Parish Council/Village Hall is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Fernwood Parish Council/Village Hall is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Fernwood Parish Council/Village Hall is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

5. Procedures

i. ~~All councillors will have signed the Statement of Eligibility form for trustees which includes a declaration that they have no convictions in relation to abuse. (Appendix 1)~~

b. All councillors will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 3 above.

c. All members of the Council will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

d. All members of the Council, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.

e. The Council will follow safe recruitment practices.

f. The Parish Clerk will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.
The named person is Marion Fox Goddard.

g. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the

quality of care or practice or a complaint - Details in Appendix 2. An allegation may relate to a person who works with children or adult at risk who has:

- behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- possibly committed a criminal offence against or related to a child or adult at risk; or
- behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.

h. The Parish Clerk will ensure that all hirers of the hall have signed a hiring agreement.

This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

- i. The Parish Council will carry out an annual review of this policy.

Appendix 2:

[Safeguarding children - Multi-Agency Safeguarding Hub \(MASH\) | Nottinghamshire County Council](https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash)
<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash>

Home > Care > Safeguarding > Safeguarding children - Multi-Agency Safeguarding Hub (MASH)



Safeguarding children - Multi-Agency Safeguarding Hub (MASH)

If you think a child is at risk of abuse, please report this to us via our form. If you have urgent concerns for a child, or suspect that a child has been abused in any way, please call us immediately on 0300 500 80 80 (if you are a member of the public) or 0300 500 80 90 (if you are a professional). If you require an urgent response outside of working hours (08:30-17:00), contact the Emergency Duty Team (EDT) on 0300 456 4546. In an emergency call 999. To report a crime call 101.

- What is a safeguarding concern?
- Non-safeguarding concerns
- Report a new concern about a child

Multi-Agency Safeguarding Hub

What is the Multi-Agency Safeguarding Hub?

Nottinghamshire Safeguarding Children Partnership (NSCP)

The Nottinghamshire Safeguarding Children Partnership (NSCP) provides the safeguarding arrangements under which the safeguarding partners and relevant agencies work together to coordinate their safeguarding services.

The partnership is responsible for identifying and responding to the needs of children in Nottinghamshire, commissioning and publishing local child safeguarding practice reviews and providing scrutiny to ensure the effectiveness of the safeguarding arrangements. The NSCP provides interagency safeguarding children procedures and guidance as well as a programme of multi-agency training including e-learning, workshops and seminars.

Nottinghamshire Safeguarding Children Partnership

Policies, procedures and guidance

Policies, procedures and guidance

Notts Help Yourself Directory

Get support from other agencies and organisations.

Notts Help Yourself Directory

Concerns relating to an adult

Report safeguarding concerns relating to an adult

Contact

Due to the current situation with Covid-19 and the high volume of referrals that the MASH is receiving, please only telephone the MASH if your referral is urgent, requiring a Social Worker to visit the child today.

For referrals that are not urgent, please submit an online form, which will be read on the working day of receipt.

Report abuse or neglect of an adult

This service is for

Members of the public

Abuse can happen anywhere - in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment, in supported housing, in the street or in the person's own home.

In an emergency call 999. To report a crime call 101. Otherwise please use the online form linked below to report an adult safeguarding concern.

If you are a professional, visit our [report abuse or neglect as a professional page](#).

[Report abuse or neglect now](#)

Alternative ways to do this

If you are a member of the public and have concerns about an adult at risk, you can also call us on 0300 500 80 80 to discuss your concerns. You can report abuse anonymously.

In an emergency outside of these hours, contact the Emergency Duty Team on 0300 456 4546.

- Read the [Easy Read Version of the guidance](#) ¹[PDF]

From: Councillor John Lee <Cllr.John.Lee@nottsc.gov.uk>
Sent: 03 October 2022 16:16
To: clerk@fernwood-pc.co.uk
Cc: REDACTED

Subject: Re: Speed tubes/items for discussion when we meet

Iv already spoken to officers and I'm not looking at changing the date I requested as I think it will be the best time to get the best data and to give the new scheme a chance to work .

I will be writing to all residence reminding them why we brought forward the 20 mph advice scheme and reminding them how to report issues if they have them ,as at the moment NCC have had no formal complaints. Waiting till the summer will give us time to give it a chance and for residents to complain if they need to do so .

I hope the parish council join me in writing jointly to the residents reminding them of the 20 mph advisory scheme and how to log a complaint .

Thanks for your email
Cllr johno lee

From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>
Sent: Monday, October 3, 2022 3:50:18 PM
To: Councillor John Lee <Cllr.John.Lee@nottsc.gov.uk>
Cc: REDACTED
Subject: Speed tubes/items for discussion when we meet

Good afternoon,

Thank you for your report. I will add this to the agenda pack for the next meeting.

Could the speeding tubes be put down earlier than Summer 2023 which is approx. 9 months away ? As early as possible would be preferable. If speeds are higher than 30mph, this will give more time to address the issue rather than delaying it by such a long time.

As you are aware the Parish Council's does not support the closure of Hollowdyke Lane. This will be the main item the Council wishes to discuss. The speed of vehicles on Hollowdyke Lane being another item that could be addressed. If there were any chance of having the tubes down for a week before the meeting, this would give a clear understanding of what speeds traffic is going and what we are dealing with but I realise they are in high demand.

I will ask the Council if there is anything else on highways.

Best wishes,
Marion Fox Goddard
Parish Clerk
Fernwood Parish Council
Email: clerk@fernwood-pc.co.uk
Tel: 01636 613024

Office opening times: Tuesday to Thursday 9.30am -1pm

From: Councillor John Lee <Cllr.John.Lee@nottsc.gov.uk>

Sent: 03 October 2022 14:28

To: clerk@fernwood-pc.co.uk; Ivor Walker <ivor.walker@newark-sherwooddc.gov.uk>; Keith Walker <keith.walker@newark-sherwooddc.gov.uk>; Neill Mison <neill.mison@newark-sherwooddc.gov.uk>; news@newarkadvertiser.co.uk

Cc: REDACTED

Subject: Re: 2022 09 26 DRAFT Minutes Fernwood Parish Council

Sadly it is half-term and I will not be able to be in attendance .

If you require anything beforehand please don't hesitate to give me a ring and we can have a chat .

Report

I'm working very close to schools to look at all options for highways improvements and will update the parish council on any outcomes .

Request was made for speeding tubes for hdk lane .

I have requested this for the summer months as with better visibility and more people using the road it will give us a better accurate results than doing it in the winter when less people use the road and drive slower due to poor visibility .

Once we get the results myself and officers will have a look at the options .

I look forward to having a discussion with you after the results have come forward for a conversation .

My personal hope is that the original scheme has worked and going forward will carry on working .

Will also be writing to developers once we have the information and inviting them to be involved in a consultation as well as the parish council and residence .

I look forward to holding the meeting at the county council for the parish council to have an open meaningful discussion as well as getting opportunity to work with you on some agreed schemes going forward that will help the community .

Very frustrating that we have struggled to agree a date that everybody can do but I think it shows the level of commitment i have to want so many people to attend .

The officers commitments to wanting to attend these meetings to outline the county council strategy and policy going forward as well as listening to the parish councils opinion will hopefully be a benefit when forward .

a meeting on this scale has never been done for any other parish council and I look forward to hopefully if it works we can open it up to over parish councils and other counsellors will follow suit .

If you could send me a rough list of areas you would like us to look at it would be much appreciated

.

Some of the things I've asked officers to look at but this will not limit anything you want to look at .

Officers to look at explaining the decisions made on hdk , policies on approved sites for signs requests from parish councils, trigger points for changes to the road speed, and a full brief including future developments for Newark balderton and middlebeck that could have a knock-on effect to the residents of fernwood,

If the parish Clark could make sure this goes out to all parish councillors it would be much appreciated , Newark advertiser would like to discuss any of these points they can contact me directly .

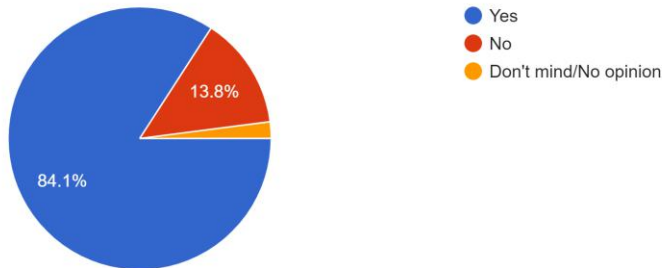
Cllr johno lee .

Feedback from Fernwood Parish Council Survey questions regarding the speed of traffic on Hollowdyke Lane (up to 10/10/22, 11.52am)

On October 10th, the parish council commenced a survey regarding Hollowdyke Lane. survey has yet to close but initial feedback confirms a considerable number of residents think cars are speeding on the road and not adhering to the 20 mile an hour advisory signage.

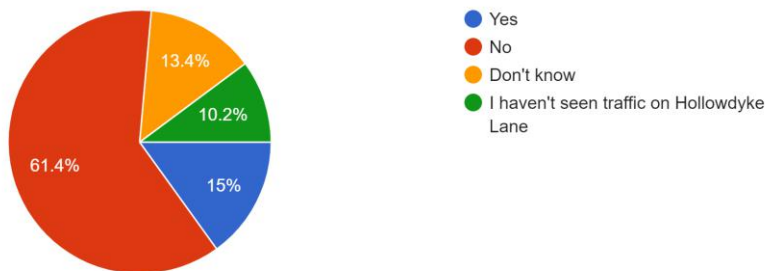
In 2021, advisory 20mph were put up on Hollowdyke Lane. However, the mandatory speed limit is 60mph. a. Would you support the Parish Cou...mpting to get the mandatory speed limit to 30mph?

246 responses



b. If you have seen traffic on Hollowdyke Lane recently, do you think vehicles are taking notice of the 20mph advisory signs?

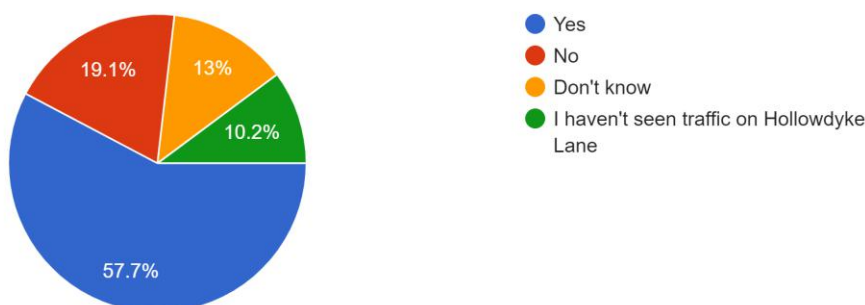
246 responses



151 respondents think vehicles are not taking notice of the 20 mile per hour advisory signage

c. If you have seen traffic on Hollowdyke Lane recently, do you think vehicles are going too fast?

246 responses



142 respondents think vehicles are going too fast

From: REDACTED@newark-sherwooddc.gov.uk>
Sent: 30 September 2022 15:44
To: 'clerk@fernwood-pc.co.uk' <clerk@fernwood-pc.co.uk>
Subject: RE: Alcohol Licence - Welcome Break Services

Item

154

OFFICIAL

Hi Marion,

Thanks for your email. The licence has been granted but we don't have the licence made up as of yet. They did agree conditions with the Police which were basically a rewording of the Operating Schedule attached to the application; none of the activities or times were changed.

The comments from the Parish Council as they stand would not have constituted a relevant representation under the Licensing Act 2003, as all representations must relate explicitly to one or more of the Licensing Objectives (The prevention of crime and disorder, Public safety, The prevention of public nuisance, The protection of children from harm – for more information see the [Licensing Act 2003 Section 182 Guidance](#)). If the comments from the Parish Council were in relation to the Licensing Objectives and no agreement could be reached between the applicant and the Parish Council, the application would have gone to a hearing as per the regulations under the Licensing Act 2003. Both parties would have put their argument forward and it would have been down to the Sub Committee to decide whether to grant the licence, grant with further conditions or not grant at all. We couldn't say if the Parish Council's comments would have made a difference to the outcome of the hearing, as each case is different.

There isn't any recourse to appeal under the Licensing Act 2003, as it did not go to a hearing. However, should the licence become a problem at any point in the future, it could be reviewed. A review application would need to be submitted, containing information that shows the use of the licence is undermining one or more of the Licensing Objectives. A hearing would then be held in front of the Sub Committee, which the licence holder, applicant and any other representors would be invited to attend to present their arguments. The Sub Committee could then either modify any conditions of the licence, exclude a licensable activity, request the removal of the designated premises supervisor, suspend the licence for up to three months or revoke the licence completely.

I hope that answers your questions; please let me know if you need anything further.

Thanks

Kind regards

REDACTED

Licensing Support Officer
Public Protection

Newark and Sherwood District Council

www.newark-sherwooddc.gov.uk



From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>
Sent: 29 September 2022 12:12
To: REDACTED@newark-sherwooddc.gov.uk>
Subject: RE: Alcohol Licence - Welcome Break Services

[CAUTION: This email originated from outside of the organisation. Do not click on links or open attachments unless you recognise the sender and know the content is safe]

Good afternoon,

Thanks for you email. I note that the licence has been granted. Could you confirm if they have been granted consent as applied for or were there any changes and where I can view the licence?

Could you let me know the following:

1. Is there a way we can appeal?
2. Is it likely that the decision would have been different with the Parish Council's feedback?

Best wishes,
Marion Fox Goddard
Parish Clerk
Fernwood Parish Council
Email: clerk@fernwood-pc.co.uk
Tel: 01636 613024

Office opening times: Tuesday to Thursday 9.30am -1pm



From: REDACTED@newark-sherwooddc.gov.uk **Sent:** 27 September 2022 15:16
To: 'clerk@fernwood-pc.co.uk' <clerk@fernwood-pc.co.uk>
Subject: RE: Alcohol Licence - Welcome Break Services

OFFICIAL

Hi Marion,

Thanks for your comments. Unfortunately we aren't able to accept the comments as a formal representation as the deadline for comments has passed and the licence has been granted. I do appreciate that unforeseen circumstances meant that committees were delayed, but unfortunately that didn't affect the statutory timescales we have to work to.

Thanks

Kind regards

REDACTED
Licensing Support Officer
Public Protection
Newark and Sherwood District Council
www.newark-sherwooddc.gov.uk



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

Sent: 27 September 2022 06:56

To: REDACTED@newark-sherwooddc.gov.uk>

Subject: RE: Alcohol Licence - Welcome Break Services

[CAUTION: This email originated from outside of the organisation. Do not click on links or open attachments unless you recognise the sender and know the content is safe]

Good morning,

We had to postpone our Parish Council meeting which was due to be held on 19/9/22 to last night due to the death of the Queen. Apologies for the delay in getting our feedback to you.

Fernwood Parish Council is happy with the late-night refreshments and 24 hour opening aspects of the application but **object to a 24 hours alcohol licence**. The Council felt a licence with times in line with other local convenience shops such as the One stop in Fernwood and Sainsburys and Tesco in Balderton would be more suitable.

Please confirm receipt of this email.

Best wishes,

Marion Fox Goddard

Parish Clerk

Fernwood Parish Council

Email: clerk@fernwood-pc.co.uk

Tel: 01636 613024

Office opening times: Tuesday to Thursday 9.30am -1pm

Documents from this point forward were not published with the agenda on 11/10/22

They were submitted after the agenda pack was published as the quotes had not arrived.

They are included now for transparency

From: REDACTED @newark-sherwooddc.gov.uk>
Sent: 12 October 2022 20:13
To: clerk@fernwood-pc.co.uk
Cc: REDACTED
Subject: Meadow Gardens

Item
148
d iv and dv

OFFICIAL

Hi,

I hope your well.

Two parts here as promised.

1. Please find Jonathan's proposal to assist with, drawings, designs, method and management broken down not some options.
2. To carry out a clearance of the land, i.e. tackling the bramble etc, £1000 plus VAT – This will leave the surface as a mulched matter, in preparation for the next steps.

Kind regards,

REDACTED
Street Scene Manager
Environmental Services
Newark and Sherwood District Council
www.newark-sherwooddc.gov.uk



Visit the new Newark and Sherwood District Council website www.newark-sherwooddc.gov.uk



Jonathan Wild Gardens

Pharmacy House

Tickhill

DN11 9GA

info@jonathanwildgardens.co.uk

www.jonathanwildgardens.co.uk

07521 970882

11th October 2022

Ben Stacey
Street Scene Manager
Newark and Sherwood District Council

Costing Proposal for Design and Consultation Work on behalf of Newark and Sherwood District Council at the proposed Fernwood Wildlife Garden

Hi Ben,

Many thanks for asking me to provide a quotation to assist with the development of the proposed Fernwood Wildlife Garden. Following on from our initial visit and the various reports that you have forwarded to me I feel I have sufficient information to give you a 'broad brush' outline of how I would propose we approach the project.

My Experience:

I have considerable experience in designing meadows and biodiverse naturalistic landscapes in both the UK and Spain and Denmark. Much of this work was done as part of my role as technical director for Pictorial Meadows based in Sheffield where I was heavily involved in the development of new and exciting meadow seed mixes which were sold to the general public, local authorities and commercial organisations. I also delivered CPD's to architects and council leaders on the methodology and realities of establishing meadows and meadow-like landscapes across Europe and provided first-hand advice to landowners and various notable Botanic Gardens.

Scope of Work at Fernwood:

- **Survey site to establish soil profiles, positioning of trees and shade areas, key plant species**
- **Draw up concept plan for site to include hedgerows, meadows, pathways, new tree plantings and sites for new habitats such as log piles and animal/bird houses.**
- **Briefing any interested parties on the plan for the site.**
- **Production of an operational methodology for the construction of the meadow areas**
- **Project management through to completion**
- **Ongoing monitoring visits with reports raised**

Timescales:

Planning for the project should start immediately in order to have all the ground preparation completed before the critical early spring planting and sowing season.

Depending on the style of naturalistic landscape and meadows to be included will really dictate how long the project will take to complete. If for instance there is a great focus on providing something which will look really colourful next summer, then it may be necessary to introduce a 'pre-grown' meadow turf in certain areas. This will provide a visually impactful uplift to the area as well as providing a great resource for invertebrates.

Once I have an understanding of proposed budgets then I can propose the best approach to establishing these features.

I can confirm that I am available for any initial discussions/planning within the next 10 days.

My Costs:

- **Survey, Briefings and Plan Concept**

Including supporting narrative and comments. **£1,250**

- **Project Management/Technical Consultation and Support**

Assistance with the initial construction of the garden including sourcing materials where required.
Periodic (timescale to be established) monitoring visits to coordinate any further works required.
Establishing a strategy and outline working manual to create a seasonal guide to maintaining the garden.
Visits will be accompanied by a follow-up report with recommendations or observations.

£550 per visit

Payment

I would invoice you following completion of each separate element of the work you require.
VAT is not applicable on these costings.

Kind regards

Jonathan Wild
07521 970882

FLAVIN'S

Landscapes Ltd

30th September
2022

Quotation

Dear Marion,

Marion Fox Goddard
Parish Clerk
Fernwood Parish Council

Green spaces provide so many benefits to
communities. They can have a greater variety of plants
and trees which require use less pesticides than
lawns. They are a place to relax through, visit and enjoy. It has

Flavin's Landscapes Ltd
4 Maple Drive
Nuthall
Nottingham
NG16 1EH

Green spaces has well-understood short- and long-term benefits
to mental and physical health and wellbeing. Appropriate planting of hedgerow and trees can reduce local
air pollution and reduce urban heat in summer. They also provide a place to meet friends and family, walk
the dog, observe and reflect on the day to day life of other creatures.

To the non-human natural world, their benefits include habitats for: Pollinators, including bees, butterflies,
hoverflies and moths. Mammals, including mice, voles, hedgehogs, foxes, badgers and deer. Birds,
resident, wintering and migrating through your local area.

More generally, green spaces also help mitigate climate change by capturing carbon, especially by planting
trees. They can also help prevent flooding and drought by storing and using rainwater.

There are so many benefits of a biodiverse, well thought green space, which is why we are delighted to be
able to help towards creating a more appropriate and more useable one for you to promote its natural
beauty and to create a wildlife habitat.

Thank you for your enquiry regarding the landscaping work you require throughout your parish. Please see
below for quotations, if you have any questions or changes please let me know.

Job Description 1 – Landscaping of area behind Marron Court

- Brambles and other growth along the residents' boundary fencing is to be cut back approximately 6
foot from the boundary fencing. This will allow new Hawthorne bare root hedging (approximately
60-90cm high) to be planted along the fence line.
- A layer of bark mulch will be added to the hedging to provide nutrients and prevent weeds along
the 6-foot area that has been cleared to prevent fast regrowth. Plastic guards will be wrapped
around each plant to prevent from being damaged by wild life or other weeds.
- Existing trees will be crown lifted to a height of 4 metres to allow more light into the area.
- The first half of the main area (half closest to the footpath) that is covered in brambles, thistle and
grass etc. will be trimmed down to ground level and all green waste will be cleared and spread
throughout the area that is to be left at the back to create new habitats and encourage biodiversity.

- Area that has now been cleared will be excavated using a digger/excavator, removing current grass and other unwanted roots and weeds as well as clearing a layer of soil that will be filled with unwanted roots and seeds, this will be disposed.
- Area will then be lightly rotivated and raked over to create a level surface. Multi-Purpose Peat Free Compost will also be added to the areas that will be planted and seeded.
- Fresh new turf will be brought in and laid to create path ways around the areas that will be planted for public access.
- A concrete pad is also to be installed within the centre of the area to allow for a small bench for members of the public to sit and enjoy the area all year round.
- Three Acers trees will be supplied, planted and staked in the required position to abide by the TPO requirements.
- Across the shaded areas around the large trees, bark mulch will be used to create a path leading through this area that will be joined on to the grassed path. This path will be edged using the braches cut from the existing trees. Shade loving plants will then be planted throughout this area to create colour and other foliage.
- Once other planting areas have been prepared, a variety of planting of all different shapes, sizes, fragrances and colouring to create a mix of seasonal planting and all year-round interest will be supplied and planted. Planting such as Buddleja's and other large shrubs as well as herbaceous perennials will be supplied and planted throughout the planting areas. Bulbs such as crocus', daffodils etc. will also be planted across the area and then finally a good scattering of Standard General Purpose Wild Flowers (EM2F) will be sown to fill the gaps and create a meadow throughout the planting areas.

Materials needed:

- Bare root hedging and plastic guards
- Bark Mulch
- Waste disposal
- Peat Free compost
- Turf
- Concrete
- Bench to be supplied and fitted
- Acer trees
- Other planting
- Wildflower Seed

Cost excluding VAT: £13,700

Without bench
£12,750



Example of the type of bench to be installed within the area.

Job Description 2 – Planting on Dale Green

- Area to be planted is to be marked out (approximately 13 x 5 metres) and all existing turf is to be cleared.
- Area is to be rotivated and all roots to be removed. Peat Free Multi-Purpose compost is then to be dug in to the area to prepare for planting.
- A variety of native planting including large, medium and small shrubs are to be planted as well as other herbaceous planting and bulbs to create a low maintenance planting scheme. (A diagram to show a few examples of the types of British native planting that will be used will be added below)
- Finally, a layer of bark mulch will be spread over the area to stump weed growth and to provide nutrients to the new panting.

Materials needed:

- Waste disposal
- Peat Free Multi-Purpose Compost
- Bark Mulch
- Planting

Cost excluding VAT: £ 1650

Notes:

- **If both jobs were completed together, a deduction of £200 pounds would be made to the overall project.**
- **Method Statements and Risk Assessments will be supplied upon request.**
- **Public Liability insurance cover up to £5 million. (Proof to be supplied upon request.)**

Flavin's Landscapes operatives

All of our operatives are DBS checked with the Disclosure and Barring Service and certificates can be available upon request. All of our operatives are fully trained and carry a basic Health and Safety qualifications and will have full PPE, Flavin's Landscapes printed clothing, and will be wearing hi-viz workwear when working on your site.

I look forward to hearing from you and if you have any questions about the quotation, please do not hesitate to ask.



Yours sincerely

Luke Flavin
Flavin's Landscapes Ltd

www.flavinslandscapesltd.co.uk

07447918826

0115 6970372

Native planting for Dale Green	
<p><u>Primrose</u> - <i>Primula vulgaris</i></p> <p>Bedding plant</p>	
<p><u>Lily of the valley</u> - <i>Convallaria majalis</i></p> <p>Bulbs</p>	

[Cheddar pink](#) -
Dianthus



Stinking hellebore
- *Helleborus foetidus*



cornus sanguinea



Rosa rubiginosa



Ox-eye daisy



Foxgloves



Snake's head
fritillary



Electricity

Current Position

Fixed contract with SSE ends 31 July 2023.

Pricing	Matrix Rate	
Standing Charge	26.26	£/QTR
Day Units	13.189	pkWh
Night Units	--	pkWh
Evening and Weekend	--	pkWh
FiTs	0.651	pkWh

Current annual cost based on 13970 kWh used per annum £2038.49

Offers received for new electricity contract from 1 August 2023

Broker	Best Offer	Standing charge Pence per day	Cost per unit pkWh	Estimated Cost per annum	Term
Resolve	BG Lite	45	55.270	£ 7885.47	36 months
Energisave	BG Lite	45	55.67	£7941.35	36 months
Clear Utility Solutions (Notts ALC partnership)	BG Lite	42	54.34	£7744.60	24 months

Gas Review

Current Position

Fixed contract with Crown ends 31 May 2024.

Unit Charge 2.62 pence per kWh	Standing Charge £ 0.00 per day
---------------------------------------	---------------------------------------

The charges above exclude CCL and VAT which will be charged at the prevailing market rate

Offers received for new gas contract from 1st June 2024

Current annual cost based on 84151 kWh used per annum £2204.76

Broker	Best Offer	Standing charge Pence per day	Cost per unit pKWh	Estimated Cost per annum	Term
Resolve	Pozitive Energy	144	19.684	£ 17,091.11	24 months
Clear Utility Solutions (Notts ALC partnership)	Smartest Energy	60	19.72	£16,813.58	24 months

Note to Council

I have asked for quotes on gas and electricity to give us an indication of how we should be budgeting for energy in future years. I suggest it is too early to fix a price for gas as we have over 18 months until the current contract ends.

On the electricity, we have 9 months until the contract ends. We could relook at this closer to the end of the contract or we could agree to one of the options now. With the current position in the energy market, the decision on how to proceed is a difficult one.

The increases we face are significant. I have looked at the Governments assistance for businesses ([Government outlines plans to help cut energy bills for businesses - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/government-outlines-plans-to-help-cut-energy-bills-for-businesses)) but these are only in place for 6 months and do not apply to us. With the current state of flux in energy prices and government actions, it is tricky to know what to do other than keep an eye on the market and budget with the anticipated increases taken into consideration.