



Dear Councillors David Mack, Ian McGregor, Neill Mison, Leigh Rixon, Kimberley Shepherd, Jim Weale, and Mollie Weale,

You are summoned to attend the next meeting of the Parish Council to be held on Monday 19th June 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 13th June, 2023

A G E N D A

101. Declarations of any intentions to record the meeting
102. Apologies for absence
103. Declarations of interest
104. 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***
105. Approval of the Fernwood Parish Council minutes from meetings on 15th May 2023:
 - a. Annual parish council meeting
 - b. Full council meeting.
106. Councillors' & Clerk's reports
107. Welcome and introductions to the new District Councillors followed by District Councillors' reports
108. 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. Interactive speed sign
 - ii. Hedge trimmer
 - iii. Legal work for Allison Homes open spaces transfer
 - iv. Councillor Training
 - e. To note the Community Infrastructure Monitoring Report for 2022/23

109. Planning

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

23/00718/LDCP	Fernwood Village Hall, Rubys Way, Fernwood	Replacement of existing fencing with V-mesh fencing to the perimeter of the village hall garden and car park.	Certificate of Lawful Use issued
23/00630/HOUSE	14 Gilmores Lane, Fernwood	Wooden gazebo structure (part retrospective)	Grant Householder Application

110. Policy

Updated document to be considered:

a. Communications and Engagement Policy

Policy Policies to be reviewed:

- b. Model Document Publication Scheme
- c. Village Hall Fire Safety Policy
- d. Village Hall Fire Emergency Plan
- e. Banner Policy

- 111. To consider the Bat Activity Survey report in relation to tree number 853 and the recommendation to soft fell and pollard this tree after the bird nesting season.
- 112. To consider how to proceed with respect to the maintenance of Dale Crescent and consider resident complaint regarding football.
- 113. To receive an update on the August community event including a decision on a name for the event
- 114. To consider Via East Midlands' response regarding Fernwood Parish Council's requests for a 30mph TRO on Hollowdyke Lane and adaptations to rumble strips on Goldstraw Lane and Dale Way
- 115. Grant Application - to consider an application from Fernwood Petanque Club
- 116. To consider village hall free usage request from a resident wishing to set up a carers' group
- 117. Correspondence
 - a. Email regarding FirstPort/leaseholders/freeholders
 - b. Update from Nottinghamshire County Council on the new Nottinghamshire and Nottingham Waste Local Plan
 - c. Email regarding lack of burial facilities in Fernwood and excessive charges elsewhere

EXEMPT BUSINESS

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

- 118. To consider legal and maintenance arrangements for Allison Homes development
- 119. To consider how to proceed regarding communications with Nottinghamshire County Council

MINUTES OF THE FERNWOOD ANNUAL PARISH COUNCIL MEETING
held on 15th May 2023 at 6pm
at Fernwood Village Hall

Present: Parish Councillors: David Mack, Ian McGregor, Neill Mison, Leigh Rixon, Kimberley Shepherd, Jim Weale, and Mollie Weale

Clerk: Marion Fox Goddard

Residents/Public 4 residents/members of public attended the meeting.

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

38. Election of the Chair of the Council and signature of the declaration of acceptance of office

The previous Chair, Barry Smith asked for nominations for the post of Chair of the Council. Nominations were received for Councillor Mack and Councillor Mison. A vote was taken, and Councillor Mison was elected as Chair (5 votes in favour, 2 against). Councillor Mison duly signed the declaration of acceptance of office.

Councillor Mison thanked Barry Smith and other members of the previous Parish Council for their service. Councillor Mison chaired the meeting following item 66.

39. Election of the Vicechair of the Council

Councillor Shepherd was nominated to be Vicechair, and the Council unanimously agreed.

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

The Clerk recorded the meeting.

41. Apologies for absence

Apologies received from District Councillors Allen, Haynes, and Kellas. County Councillor Lee (Apologies for all future meetings received March 2023).

42. Declarations of Interest

None.

43. Appointment of Councillors

The following appointments were made:

a. Personnel Committee

Neill Mison, Leigh Rixon, Mollie Weale with the following appeals panel (should one ever be needed): David Mack, Ian McGregor, and Jim Weale

b. Village Hall Management Group

Kimberley Shepherd, Mollie Weale, Jim Weale.

44. Appointment of Representative on other bodies/liaison meetings

The following appointments were agreed:

Newark Healthcare Consultative Group (NHCJ)	Neill Mison
Neighbourhood Watch	Kimberley Shepherd
Bantymock Liaison Meetings	Ian McGregor
Developer Liaison Meetings	All Councillors
Youth Club Review Meetings	Mollie Weale, Jim Weale (but all councillors will be invited to attend).

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

The Council unanimously agreed to adopt the standing orders however these will be added to the July Parish Council meeting for review.

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

The Council resolved unanimously to adopt the Financial Regulations.

47. Review and Accept the Civility and Respect Pledge

The Council resolved unanimously to confirm agreement with the statements of the Civility and Respect Pledge and agreed to continue the Fernwood Parish Council's commitment to Civility and Respect Pledge.

48. Review of Bank/Investment Signatories

The Council unanimously resolved to make the following changes:

Current Position	Changes agreed
CCLA Investment Management Limited Ryan Cullen Marion Fox Goddard Dee Harrison John Newton Mollie Weale	Remove: Ryan Cullen, Dee Harrison, John Newton Add: Ian McGregor, Leigh Rixon, Kimberley Shepherd Keep: Marion Fox Goddard, Mollie Weale
TSB Barry Smith James Weale Marion Fox Goddard	Remove: Barry Smith Add: Ian McGregor, Kimberley Shepherd Keep: Marion Fox Goddard, James Weale
Unity Trust Claire Blackman Ryan Cullen Marion Fox Goddard Barry Smith James Weale	Remove: Ryan Cullen, Barry Smith Add: David Mack, Ian McGregor, Leigh Rixon Keep: Claire Blackman, Marion Fox Goddard, James Weale
Virgin Ryan Cullen Marion Fox Goddard Dee Harrison John Newton James Weale	Remove: Ryan Cullen, Dee Harrison, John Newton Add: David Mack, Neill Mison, Ian McGregor Keep: Marion Fox Goddard, James Weale

49. Review of the Policy Review Schedule

The Council unanimously agreed to:

- review the Communications and Engagement Strategy at the June meeting
- review the Council's Strategy at the July meeting
- review the remainder of the Policy Review Schedule at the July meeting.

50. Asset Register Review

The Council resolved to accept the asset register presented.

51. Insurance Policy Review

The Council accepted the current insurance policies whilst noting the insurance renewal would be considered at the next meeting.

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

The Councillors unanimously agreed to continue with the following subscriptions:

- NALC – Nottinghamshire Association of Local Councils
- SLCC for Clerk – Society of Local Council Clerks
- ICO – Information Commissioners Office (Mandatory)
- Parish Online – Mapping software
- RCAN – Rural Community Action Nottinghamshire

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

The Council agreed to meet on the third Monday of each month at 7pm (except for August and December when there will be no meeting). The next Annual Parish Council meeting will be held on the same night as the May 2024 Parish Council meeting. All meetings will be held in the small hall of Fernwood Village Hall.

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

The Council noted expenditure under s.137 since the last Annual Parish Council meeting.

55. Review of Standing Orders, Direct Debits, and regular payments

The Council noted these payments, and no changes were required.

56. General Power of Competence: Confirmation that the Council meets the eligibility criteria to exercise the General Power of Competence and adoption of the power

The Council unanimously resolved to adopt the General Power of Competence as the Parish Council continues to meet the eligibility criteria for this.

Meeting closed at 6.57pm

MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 15th May 2023 at 7pm
at Fernwood Village Hall

Present: Parish Councillors: David Mack, Ian McGregor, Neill Mison, Leigh Rixon, Kimberley Shepherd, Jim Weale, and Mollie Weale
Clerk: Marion Fox Goddard
Residents/Public 3 Fernwood residents

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

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

The meeting was recorded by the Clerk.

58. Apologies for absence

Apologies received from District Councillors Allen, Haynes, and Kellas. County Councillor Lee (Apologies for all future meetings received March 2023).

59. Declarations of Interest

None.

60. Public Forum

A resident asked what the plans were for the Coat of Arms, with concerns that if it is not used for signage, Community Infrastructure Levy (CIL) could no longer be allocated for the payment which has already been made. A decision has yet to be made but this will be on a future agenda.

A resident raised concerns regarding CIL being used for a bus service to/from Fernwood. There was discussion regarding this with the Council outlining that this was something the Council will be looking into as the existing bus service is not fit for purpose. The resident advised that Facebook not be used as the driver for decisions. The Council noted the resident's concerns.

61. Approval of the minutes of the Parish Council meeting on 17th April 2023

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

62. Councillors' and Clerk's Report

No Councillors reports due to it being the first meeting of the new Council.

May Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood –Our solicitor has not received documentation. Our solicitor is liaising with N&SDC's solicitor on this to move this forward.	21/46c 23/37
Youth Club – Service Level Agreement signed by both parties for service delivery until March 2024.	23/50
CCTV for Rubys Walk and Over park off Rubys Avenue – Still awaiting formal quote from N&SDC – they will get this to us as soon as possible but cannot confirm when this will be.	22/113
Hollowdyke Lane – Via have said they will not change the mandatory speed limit to 30mph. They had offered this previously (2019), but the County Councillor opted for advisory 20mph signs. I have reminded them of the previous offer for a 30mph temporary limit (for 10 years) and asked them to reconsider Fernwood Parish Council's request with the reasoning for this (funded with CIL funding – Approx £1322, plus signage and design costs). Our transport planning specialist has suggested that the costs for keeping Hollowdyke Lane will be prohibitive – awaiting written confirmation.	22/24 22/139 22/153 23/17 23/31
Interactive Speed Sign on Dale Way – Still awaiting full costing and timescales – the lead time to obtain the sign is 12-14 weeks once we have received and approved a quote from Via East Midlands.	22/114
Community Infrastructure Levy (CIL) – See item 96	22/163f
Woodland Update - Costall Woods – Wildlife Garden –N&SDC have finished their work but will be returning to water the plants/trees as necessary. Community bat box making – June 4th 2.30-5pm	23/34
Rumble Strips Replacement – A report with collated consultation responses was sent in March for NCC/Via with a request to address this issue and an offer for CIL to fund works required. A response was received from Via which did not seem to consider the evidence the FPC had sent. I have written to them sent to ask them to reconsider the letter fully as it provides references to Nottinghamshire County Council's policy not to have rumble strips in residential areas and of the effect they're having on some of the households that are close by.	23/17a 23/24 23/44
Double Yellow Lines Ruby Avenue – Via/NCC consultation ended on 10/3/23. A Via officer had advised 'Objections have been received for this scheme to which a report will be submitted to NCC to the Cabinet Member for the Environment for their adjudication.' The Traffic Regulation Order no longer appears on and NCC's website. The officer who was dealing with the consultation has said it is still going through the objection procedure.	23/28
Village Hall Extension Investigations – Parking survey is being conducted from May 11th to 15th. Parish Council staff have been surveying attendees to the village hall for this period to provide sufficient data to the planning authorities,	
Replacement Dog bins – We are awaiting a date from our contractor to install the replacement bin on Cross Lane (opposite the nursing home) – this one requirement digging out and concrete foundations.	23/26
Community Event – Road closure application – I have spoken to Via and the officer foresees no issues. First aid booked following receiving advice from EMAS. Volunteers meeting to be arranged and Event Management Plan being worked on.	23/45c
Village Hall Fencing – I have taken advice from N&SDC's planning team and applied for a Lawful Development Certificate. We should know the outcome for the end of June. If successful, the supplier will do this work in September (taking 5-6 days for completion).	23/45c
Request for improved Bus Service to/from Fernwood – A letter has been sent to NCC's portfolio holder for public transport (21/4/23). No response has been received so far.	23/51a
Phoenix Park – Antisocial behaviour concerns – A meeting has been held with the local beat team, N&SDC's antisocial behaviour team and the technical director of Barratt Homes. Suggestions were made to improve the park and BDWH will discuss these will N&SDC. Another meeting will be held in approx. 2 months to review this. Police reports are extremely low. We need to remind residents that ASB issues need to be reported to help us address this.	23/51b

63. County Councillor and District Councillors Reports

None.

64. Finance

[Bank reconciliation](#) – noted.

Year to date income – noted.

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

Items of Expenditure considered:

Expenditure	Budget Area	Amount	Decision
i. Energy contract	Village Hall	Fixed rate 2 years, EDF, Standing charge 25p per day, 30.7p per kwh	Unanimously agreed.
ii. Summer play days	Events	£400	Unanimously agreed.
iii. Business Rates	Village Hall	£600	Noted
iv. Cellar cooler	Village Hall	£2105 plus VAT	Unanimously agreed.
v. Rural Community Action Nottinghamshire	Village Hall	£95 plus VAT	Unanimously agreed.
vi. A-board	Parish Council Administration	191.40 plus VAT	Unanimously agreed.
vii. Fire extinguisher refills and firestopping work	Village Hall	£464 plus VAT	Unanimously agreed.
viii. Insurance	Parish Council Administration	£1,261.82 per year for 3 years	Unanimously agreed.

The Council noted the Community Infrastructure (CIL) letter from N&SDC, and the Clerk confirmed that the CIL receipts this month would be invested with CCLA as per the Parish Council's investment policy.

65. Planning

a. Planning Application considered:

23/00630/HOUSE	14 Gilmores Lane, Fernwood	Wooden gazebo structure (part retrospective)	Noted. No response required.
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b. Planning Authority decisions which were noted:

23/00370/ADV	Phase 1B - Greater Fernwood Development Fernwood	Installation of one large billboard sign for Fernwood Phase 1B.	Refuse Advertisement Consent
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66. Personnel Committee

The Council noted the Personnel Committee minutes and unanimously agreed to the recommendations made by the committee, including updates to the Council's training policy.

67. Village Hall Management Group

- a. The Council noted the Village Hall Management Group notes from May 3rd.
- b. The Council unanimously agreed for the Clerk to arrange canvases with pictures of some of the regular hirers to reflect current bookings, using local suppliers for them. The Council agreed a photo competition would be a good idea and that this can be organised once the Communications Policy has been updated and the Council has decided a suitable time and media for promotion.
- c. The Council unanimously agreed to allow Ciarán's Bags to use the hall free of charge for one event in June.

68. Consideration of the Annual Parish Council Report

The Council unanimously agreed to the report. The Chair will add a section which he will deliver at the Annual Parish Meeting on May 24th.

69. Consideration of the Community Infrastructure Levy Results

This item was deferred for consideration of the Parish Council when reviewing the Parish Council's Strategy. This will be discussed at the July Parish Council meeting.

70. Business Continuity Plan

The Parish Council noted this, and the Clerk will update it now the Chair and Vicechair have been elected.

71. Correspondence

- a. Local Government Pension Scheme: Funding Strategy Statement consultation – noted.
- b. Message raising concerns regarding drainage near Phoenix Park – noted. Councillor Shepherd will continue to keep a record of rain, when the path floods and how long it takes to drain to allow the Parish Council to provide evidence of the issue to the developer. It was agreed the Clerk should ask the developer to move the dog poo bin away from the affected area in the meantime.
- c. Feedback from NCC/Via regarding highways issues Fernwood Parish Council has raised – The Councillors agreed to defer any new decisions regarding the feedback until the Council's strategy has been reviewed in July.

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.

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

The Council noted the background to the issue and unanimously agreed to uphold the complaint and continue with the arrangements that had been made with the previous

Parish Council for communications with Nottinghamshire County Council and Via East Midlands.

Meeting closed at 9.50pm

Next Meetings:

Monday 19th June 2023, 7pm, Fernwood Village Hall

June Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood – Our solicitor is due to meet with BDWH regarding this.	21/46c 23/37
CCTV for Rubys Walk and Over park off Rubys Avenue – Still awaiting formal quote from N&SDC – they will get this to us as soon as possible but cannot confirm when this will be.	22/113
Hollowdyke Lane – Via have said they will not change the mandatory speed limit to 30mph. They had offered this previously (2019), but the County Councillor opted for advisory 20mph signs. Response received - item 115. Our transport planning specialist has suggested that the costs for keeping Hollowdyke Lane will be prohibitive – still awaiting written confirmation.	22/24 22/139 22/153 23/17 23/31
Interactive Speed Sign on Dale Way – See item 108di – the lead time to obtain the sign is 12-14 weeks once we have agreed the expenditure.	22/114
Community Infrastructure Levy (CIL) – See item 108e. Council to consider consultation results when the council's strategy is reviewed (due July meeting).	22/163f
Woodland Update - Costall Woods – Wildlife Garden – N&SDC continue to return to water the plants/trees as necessary. They also cut the area directly behind Marron Court. Community bat box making went very well with 19 boxes being made. They will be put up in Costall Woods. Thanks go to the ranger, Simon, from Sconce Park (N&SDC) for his help on this project and all the residents that attended.	23/34
Rumble Strips Replacement – A report with collated consultation responses was sent in March for NCC/Via with a request to address this issue and an offer for CIL to fund works required. A response was received from Via which did not seem to consider the evidence the FPC had sent. Via East Midlands has responded to request to ask them to reconsider the letter fully as it provides references to Nottinghamshire County Council's policy not to have rumble strips in residential areas and of the effect they're having on some of the households that are close by. See item 115	23/17a 23/24 23/44
Double Yellow Lines Ruby Avenue – (As last month) Via/NCC consultation ended on 10/3/23. A Via officer had advised 'Objections have been received for this scheme to which a report will be submitted to NCC to the Cabinet Member for the Environment for their adjudication.' The Traffic Regulation Order no longer appears on and NCC's website. The officer who was dealing with the consultation has said it is still going through the objection procedure.	23/28
Village Hall: Extension Investigations – Parking survey was conducted from May 11th to 15th. Awaiting report from contractor. Cellar Cooler: Bar provider has confirmed the product chosen is suitable. Due to be fitted in first week of July. Canvases: Some of our regular users have ben invited to partake; updates to follow.	
Dog bins – Replacement bin on Cross Lane (opposite the nursing home) has now been replaced. All bins were checked w/c 5/6/23	23/26
Community Event – Road closure application – Awaiting paperwork from Via officer but this has been agreed and will be free of charge. Planning meeting held 9/6/23 with councillors and FirstPort. Volunteers meeting due to be arranged and Event Management Plan being worked on. See item 114	23/45c
Village Hall Fencing (being replaced due to poor condition of current fencing) – Lawful Development Certificate has been issued by N&SDC. To be completed in September (taking 5-6 days for completion).	23/45c
Request for improved Bus Service to/from Fernwood – NCC Councillor has been consulted on high level priorities. No response has been received following the letter that was been sent to NCC's portfolio holder for public transport (21/4/23).	23/51a
Training and Development – All councillors have attended a Parish Council Induction session and have received an induction pack. N&SDC code of conduct and planning training has been scheduled – Councillors requested to report back on training during their councillor reports (item106). Also see item 108 – courses to be booked.	23/66

June Clerk's reportAgenda
Item

Phoenix Park: Drainage Issue – Cllr Shepherd collecting photos/data. BDWH have said they are looking for solutions so they shouldn't need to move the dog bin.

A resident raised concerns regarding the woodchips and their suitability and the exposed fitting on the climbing frame. This has been raised with BDWH and they have said 'there is very little that can be done with this. They are not typically covered on play parks.'

A qualified play park inspector assessed the park before it opened.

Fernwood Parish Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		1,310,381.76
	ADD Receipts 01/04/2023 - 31/05/2023		318,366.90
			1,628,748.66
	SUBTRACT Payments 01/04/2023 - 31/05/2023		33,312.15
A	Cash in Hand 31/05/2023 (per Cash Book)		1,595,436.51
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	0.00	
	TSB Reserve - Parish Council 31/05/2023	59,292.56	
	TSB Current - Parish Council 31/05/2023	37,782.27	
	CCLA Investment Management Ltd 31/05/2023	1,380,000.00	
	Virgin Money 31/05/2023	85,000.00	
	TSB - Reserve - Village Hall 31/05/2023	7,235.58	
	TSB Current - Village Hall 31/05/2023	2,831.87	
	Unity Bank 31/05/2023	23,469.41	
			1,595,611.69
	Less unrepresented payments		175.18
			1,595,436.51
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,595,436.51
	A = B Checks out OK		

b. *Income from April 1st 2023 to May 21st 2023*

Description	Amount
Community Infrastructure Levy	£260,226.55
Interest	£ 7,344.06
Precept	£ 44,556.00
Village Hall - ad hoc hires	£ 1,404.00
Village Hall - regular hirers	£ 4,045.00
Village Hall - bar commission	£ 791.29
	£318,366.90

c. *Expenditure since last meeting under delegated powers/previously agreed expenditure.*

Description	Supplier	Net	VAT	Total
Insurance	Allied Westminster (Insurance Services)	£ 72.86	£ -	£ 72.86
Draining rack	Amazon S.a.r.l. UK Branch	£ 5.82	£ 1.17	£ 6.99
Copiers and Copies	BNP Leasing Solutions LTD	£ 297.26	£ 59.46	£ 356.72
Telephone/Broadband	Brighter Bills	£ 31.78	£ 6.36	£ 38.14
Gas	Crown Gas and Power	£ 235.80	£ 11.79	£ 247.59
Stationery	ESPO	£ 34.00	£ 6.80	£ 40.80
A-board	ESPO	£ 191.40	£ 38.28	£ 229.68
Cleaning Supplies	ESPO	£ 33.90	£ 6.78	£ 40.68
Replacement Village Hall Fence (deposit)	HJS Fencing	£ 728.00	£ -	£ 728.00
Email	Ionos	£ 8.99	£ 1.80	£ 10.79
Fire Extinguisher Service	JP Fire	£ 58.00	£ 11.60	£ 69.60
Dog Bin Installation	Kirk and Bills	£ 166.00	£ 33.20	£ 199.20
Cleaning Cover	Lemon Fresh Household Services	£ 25.00	£ -	£ 25.00
Waste	Newark and Sherwood District Council	£ 267.02	£ -	£ 267.02
Cleaning Supplies	RB Wholesale	£ 249.71	£ 49.96	£ 299.67
Crocus bulbs	Rotary Club of Long Bennington	£ 100.00	£ -	£ 100.00
HMRC/Salaries Pensions	Various	£6,752.01	£ -	£6,752.01
Event Supplies - First Aid (deposit)	Westward Medical Ltd	£ 240.00	£ -	£ 240.00
Online meeting software	Zoom	£ 12.99	£ 2.60	£ 15.59
		£9,510.54	£ 229.80	£9,740.34

d. *Items of Expenditure to be considered*

Expenditure	Budget Area	Net £	VAT £	Total £
Interactive speed sign	Capital projects signage (CIL)	9539.23	1913.85	11,447.08
Hedge trimmer	Miscellaneous - open spaces	Various quotes to consider		
Legal work (Allison Homes land/maintenance agreement)	Legal services	4100.00	820.00	4920.00
Councillor Training	Training - Councillors	315.00		315.00
Chairman Training (? Chair and vice chair)	Training - Councillors	90.00		90.00
Engaging with local communities through digital engagement (NALC event) (Cllrs McGregor & Shepherd & the clerk have expressed an interest) 27/9/23	Training - Councillors	32.68	6.54	39.22
Empowering young voices in your community (NALC event) (Cllr Mack expressed an interest) 25/10/23	Training - Councillors	32.68	6.54	39.22
Making the planning system work for local councils (NALC event) (Cllr Rixon expressed an interest) 22/11/23	Training - Councillors	32.68	6.54	39.22



Reference: Q23-057
Date: 17 May 2023

Marion Fox Goddard
Fernwood Parish Council

Dear Marion

Re: Proposed Permanent Interactive Speed Sign - Dale Way, Fernwood

Thank you for your enquiry for the supply and installation of an interactive speed sign on Dale Way, Fernwood. I am pleased to provide you with our quotation for undertaking the works in line with drawing H08630/3955.

Our confirmed lump sum pricing for the works is: **£9,539.23 + VAT**

The price includes:

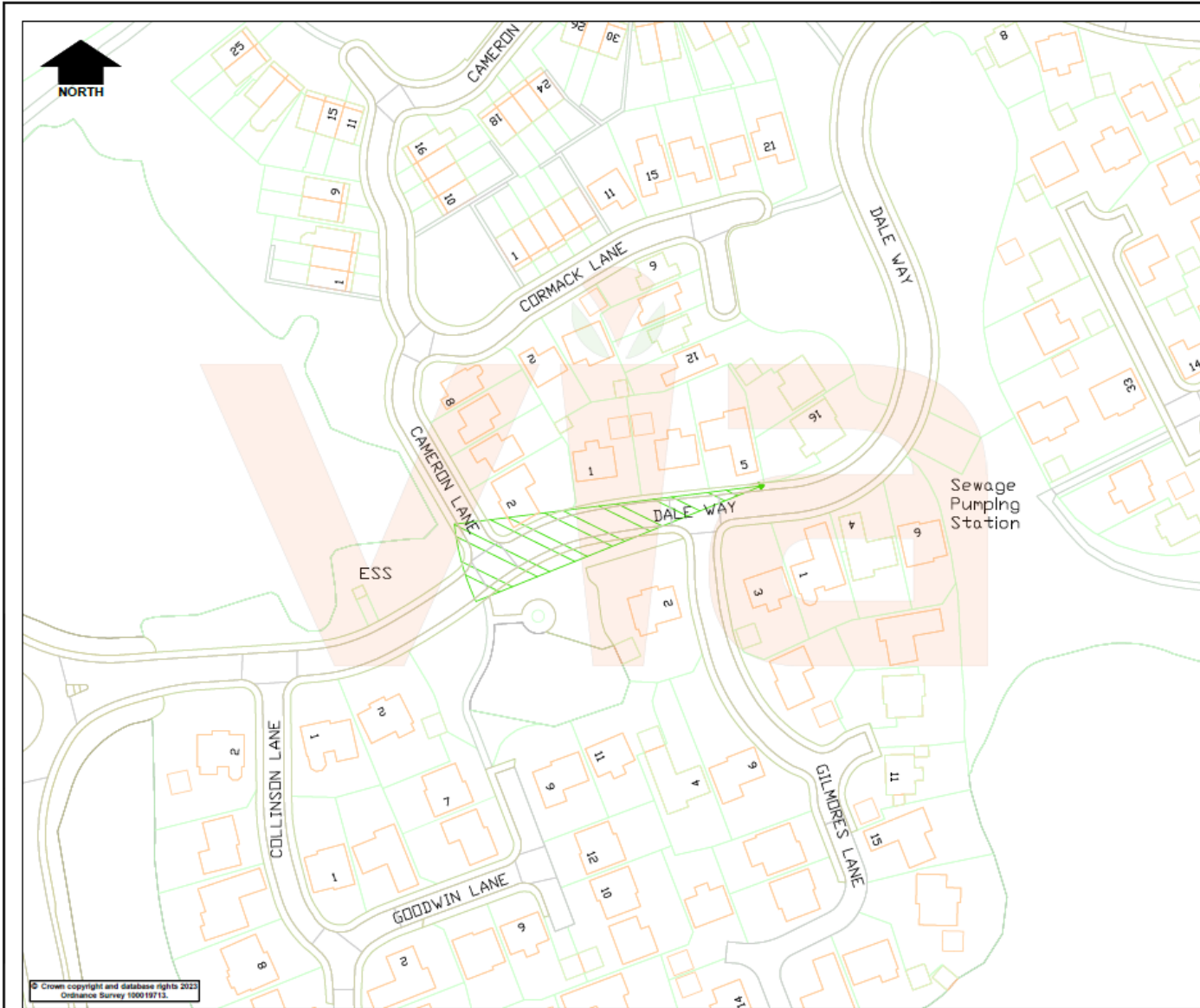
- Supply, installation, and electrical connection of interactive speed sign on Dale Way

If you wish to proceed, please send written confirmation and a Purchase Order to the estimating.team@viaem.co.uk. Payment terms are detailed in the Quote Conditions that follow on the next page. Please DO NOT pay until you receive our invoice. When making payment, please use the reference number above to avoid delays in programming the works.


We trust this quotation meets your expectations and look forward to receiving instruction. For any questions regarding this quotation, please contact the undersigned. Any feedback will be gratefully received. I look forward to hearing from you.

Your sincerely,

Jack Smith
Trainee Estimator
Via East Midlands Ltd
Tel: 0115 8043 401
Email: jack.smith@viaem.co.uk | www.viaem.co.uk



KEY

	Proposed interactive sign to be erected on a broad based 114mm dia post and foundation as SD401114/1
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NOTES

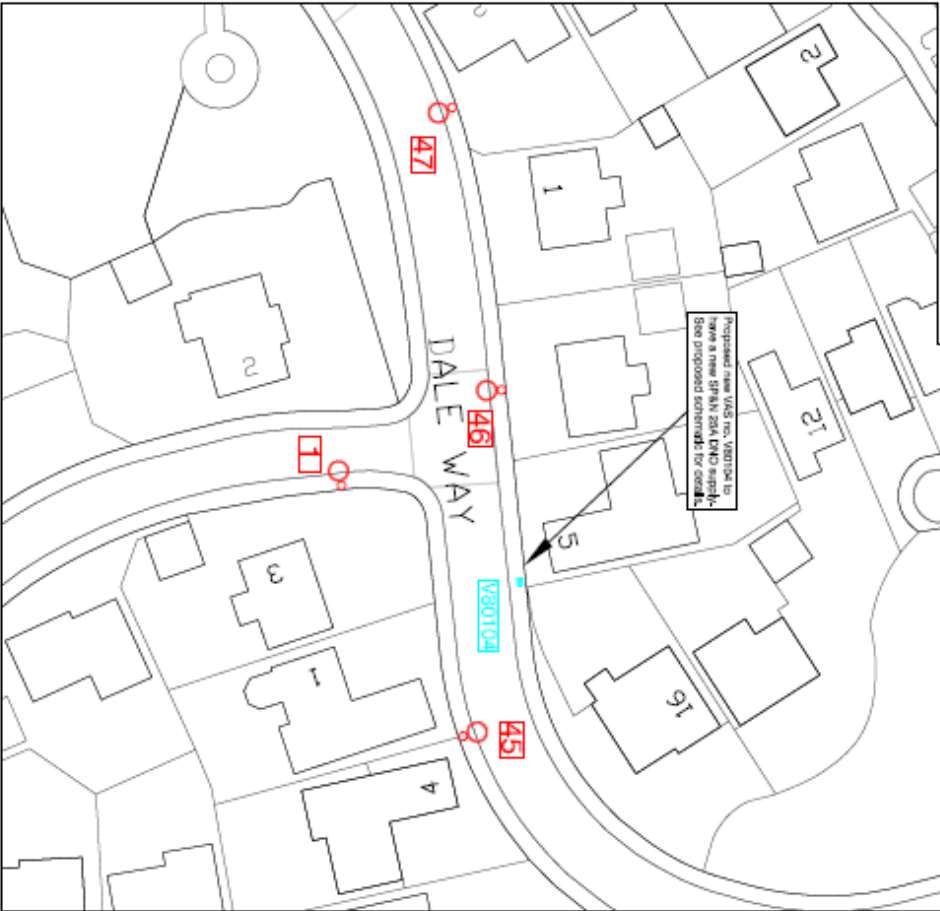
1. This drawing is to be read in conjunction with all other relevant drawings, details and specifications.
2. Do not scale from this drawing.
3. All measurements are given in metres unless otherwise stated.

Rev.	Description	Drawn	Ch'kd	Auth	Date
Interactive Speed Activated "Your Speed" Warning Sign					
TP2250912					
Proposed Sign Location - Dale Way, Fernwood					
1:1000 @A3		Drawn MM	Ch'kd SM	Auth SM	Date Jan 23 Jan 23
TP2250912/001					0



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PROPOSED SCHEMATIC DIAGRAM
DALE WAY, FERNWOOD



- NOTES:**
1. This drawing is to be used in conjunction with the accompanying Energy Services Schedule, Design Risk Assessment & Standard detail drawing ESD 6133.
 2. All measurements are in metres.
 3. Lighting column and other highway assets symbols are not to scale and have been oversized for drawing visibility.
 4. Electrical installation work is to be carried out in accordance with the requirements of the latest edition of the IET Wiring Regulations, BS7671 and relevant Nottinghamshire County Council standard specifications.
 5. Installation to be carried out in accordance with Chapter 8 Safety at Street Works and Road Works Code of Practice.
 6. The Project Manager shall be responsible for issuing all as installed drawings and electrical test certificates to Via East Midlands Ltd street lighting maintenance section on completion of works.
 7. All existing Nottinghamshire County Council lighting columns and highway electrical assets shall have their service verified as dead before the works commence.
 8. Lighting columns with a SP&N 25A DNO service shall be fitted with a double pole isolator complete with BS98 fuse carrier(s) above the DNO cut-out to provide a means of secondary isolation wired as per 'Type T1' termination detail (See Standard detail drawing 6133) unless otherwise stated.
 9. Exact positions of road based posts shall be agreed and marked on site with the Project Manager.

KEY

Symbol	Description
	Proposed galvanneal steel road based post to have a new interactive speed sign unit fitted.
	Existing columns to remain. For reference purposes only.



1. This drawing is to be used in conjunction with the accompanying Energy Services Schedule, Design Risk Assessment & Standard detail drawing ESD 6133.
2. All measurements are in metres.
3. Lighting column and other highway assets symbols are not to scale and have been oversized for drawing visibility.
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7. All existing Nottinghamshire County Council lighting columns and highway electrical assets shall have their service verified as dead before the works commence.
8. Lighting columns with a SP&N 25A DNO service shall be fitted with a double pole isolator complete with BS98 fuse carrier(s) above the DNO cut-out to provide a means of secondary isolation wired as per 'Type T1' termination detail (See Standard detail drawing 6133) unless otherwise stated.
9. Exact positions of road based posts shall be agreed and marked on site with the Project Manager.

Ref	Issue	Drawn	Checked	Issue Date

**DALE WAY
FERNWOOD
INTERACTIVE SPEED SIGN
PROPOSED ELECTRICAL
WORKS**

Project No. 11925/08/12

Client	MC SHAWKEL	Site	DALE WAY
Design	A. BROWN	Drawn	A. BROWN
Check	A. BROWN	Issue	A. SHAWKEL

Contract No. H08630/3955

via

in partnership with


Nottinghamshire County Council
Highways Department
Nottingham NG2 7JN

Clerk's note: we need a hedge trimmer for the caretaker to tend to the hedges around the village hall. He has found the following three products which he feels would be suitable; the VonHaus being the 'being the better one' according to the caretaker. Councillors are asked to consider which hedge trimmer to purchase. Should they wish to find an alternative to send to all councillors/the clerk to consider before the meeting this is an option. Once the council has made decision on the brand/items have moved forward with I will ensure I search for most competitive price.

Option 1: VonHaus Cordless Hedge Trimmer 40V – Electric Hedge Cutter – Includes Battery - [VonHaus Cordless Hedge Trimmer 40V – Electric Hedge Cutter – Includes Battery and Charger – 510mm Cutting Length, Double Blade Action, Aluminium Press Bar, Blade, Soft Grip Handle - Grey](#) : Amazon.co.uk: Garden

amazon gift cards Motivate the people who matter Shop now

Mowers & Outdoor Power Tools > Outdoor Power Tools > Hedge Trimmers



VonHaus Cordless Hedge Trimmer 40V – Electric Hedge Cutter – Includes Battery and Charger – 510mm Cutting Length, Double Blade Action, Aluminium Press Bar, Blade, Soft Grip Handle - Grey

Visit the VonHaus Store
4.5 ★★★★★ 41 ratings

Price: **£91.66 excl. VAT**
£109.99 incl. VAT

Our gift to you. Pay ~~£109.99~~ **£59.99** for this order. Get a **£50 Amazon Gift Card** upon approval for the Amazon Business Amex Card.
No annual fee in the first year. Rep. APR 38.3% Variable. Amazon is a credit broker, not a lender. [Learn more](#)

Promotion Message Save 10% on VonHaus 40v Spare Battery when you purchas... 1 promotion

Brand	VonHaus
Power source	Battery Powered
Colour	Black, Off-White
Item dimensions L x W x H	17.5 x 19.7 x 98 centimetres
Item weight	3.7 Kilograms

About this item

- **OPTIMUM PERFORMANCE** – With double blade action using two laser cut blades for fast cutting.
- **HIGH-POWERED** – Using a 40V MAX battery for high power, interchangeable throughout the VonHaus 40V range.
- **TIDY FINISH** - The aluminium press bar helps to steadily guide the machine as you cut for neat results.
- **COMFORTABLE USE** – The cordless design allows for total freedom to reach tricky corners, while the soft grip handle with 180-degree rotary function allows for comfortable use.
- **SPECS** - Cutting diameter - 22mm, Blade dimension - 510mm, Unloaded discharge time - 60 minutes, Loaded discharge time - 40 minutes, Charge time - 1 hour, Noise level (dB) - 92Db, Rpm - 1200rpm, Charger spec (output voltage, outage amperes) output voltage - 42Vdc, output amperes - 2.2A.

[Compare with similar items](#)

£91.66 (109.99 incl. VAT)
FREE Returns
FREE delivery **Thursday, 15 June.**
Or fastest delivery **Wednesday, 14 June.** Order within 12 hrs 10 mins.
Deliver to Fernwood - Newark NG24 2

In stock.

Quantity: 1
Buying in bulk?

Add to Basket

Downloadable VAT Invoice
Sold by DOMU UK and Fulfilled by Amazon.

Add gift options

Add to List

New (2) from **£109.99 & FREE Delivery**

Have one to sell?
Sell on Amazon

Dewinner - Cordless Hedge Trimmer with Cover, DEWINNER 20V 2000mAh Lithium ion Battery, Electric Cutter, 65CM Blade, Cutting Length 51cm , 16 mm Tooth Opening Capacity, 1Hr Fast Charger. : Amazon.co.uk: Garden

⚠ Organisation restricted

Admin note: "This item does not come with a downloadable invoice. Use the Downloadable VAT Invoice search filter for alternatives."

[See policies affecting this product](#)



Roll over image to zoom in



2 VIDEOS

Cordless Hedge Trimmer with Cover, DEWINNER 20V 2000mAh Lithium ion Battery, Electric Cutter, 65CM Blade, Cutting Length 51cm , 16 mm Tooth Opening Capacity, 1Hr Fast Charger.

Visit the [DEWINNER Store](#)

4.4 433 ratings | 16 answered questions

Amazon's Choice for "electric hedge trimmers cordless"

Price: **£79.99 incl. VAT**

[FREE Returns](#)

Our gift to you. Pay ~~£79.99~~ **£29.99** for this order. Get a **£50 Amazon Gift Card** upon approval for the Amazon Business Amex Card.

No annual fee in the first year.

Rep. APR 38.3% Variable. Amazon is a credit broker, not a lender.

Size Name: **2.0AhBattery**

2.0AhBattery
£79.99

2*2.0AhBatteries
£92.99

Brand DEWINNER
Power source Battery Powered
Colour Grey, Green

Item dimensions L x W x H 91 x 18 x 15 centimetres

Item weight 2.5 Kilograms

About this item

- **HIGH EFFICIENT&LIGHT WEIGHT:** 51CM hardened steel dual action blade that delivers 1200 strokes per minute for quick and smooth cut through the branch. Lightweight design only 2.5 kg.
- **Battery Pack Included:** Included one 18V li-ion battery delivers power and run-time for most trimming jobs. With one fast charger 1Hr. One battery for all DEWINNER power tools.
- **SAFETY USE:** Fitted with an integrated hand safety guard this cordless trimmer also uses a 2 stage safety start trigger system. The trimmer also stops immediately when you let go of the trigger, meaning if dropped the machine stops instantly.
- **ERGONOMIC DESIGN:** The ergonomic D-shaped auxiliary and three-sided rubber coated handle design makes you comfortable grip, well balanced laser-cut diamond ground trimmer allows you working with ease.
- **WARRANTY:** Ideal for cutting medium to larger sized yards and trimming hedges and comes with 2 Year Standard Warranty coverage.

[Compare with similar items](#)

£79.99 incl. VAT

[FREE Returns](#)

FREE delivery Monday, 19 June.
[Details](#)

Or fastest delivery **Thursday, 15 June.** Order within 12 hrs 9 mins.
[Details](#)

Deliver to Fernwood - Newark NG24 2

In stock

Quantity:

[Buying in bulk?](#)

Add to Basket

Sold by **YATAOFAN LTD** and Fulfilled by Amazon.

Add gift options

Have one to sell?

[Sell on Amazon](#)



Gtech Cordless Hedge Trimmer HT50

192

£199.99

Sponsored

GBPAUD
-0.36%



ENG UK

Option 3: [Bosch Cordless Hedge Trimmer AHS 50-20 LI \(1 Battery, 18V System\) - Easily Shape Your Garden with Cordless Freedom - Stroke Length 20mm : Amazon.co.uk: Garden](#)

Mowers & Outdoor Power Tools > Outdoor Power Tools > Hedge Trimmers



Roll over image to zoom in



Bosch Cordless Hedge Trimmer AHS 50-20 LI (1 Battery, 18V System) - Easily Shape Your Garden with Cordless Freedom - Stroke Length 20mm

Visit the Bosch Store

4.6 3,955 ratings | 162 answered questions

Amazon's Choice for "hedge trimmer cordless"

RRP: £161.00

Price: **£125.00 excl. VAT**

£150.00 incl. VAT

You Save: **£11.00 (6%)**

Our gift to you. Pay ~~£150.00~~ **£100.00** for this order. Get a **£50 Amazon Gift Card** upon approval for the Amazon Business Amex Card.

No annual fee in the first year.

Rep. APR 38.3% Variable. Amazon is a credit broker, not a lender.

Colour Name: **Previous Version**



Style Name: **Hedge trimmer | 1 battery**

Hedge trimmer | 1 battery

Hedge trimmer | without battery

Pattern Name: **Single**

Brand	Bosch
Power source	Battery Powered
Colour	Previous Version
Item weight	5.51 Pounds
Blade length	50 Centimetres

About this item

- Syneon Chip - effectively controlled energy for every project, Optimal balance and low weight for effortless hedge cutting
- Battery pack PBA 18 V 2.0 Ah W-B (1 600 A00 5B0), Compact quick charger AL 1830 CV (1 600 A00 5B4)
- Softgrip on the rear handle, multi-position front handle and transparent hand guard
- Special teeth at the front of the blade easily cut branches up to 25 mm in diameter
- Anti-Blocking system ensures continuous cutting performance

[See more product details](#)

[Compare with similar items](#)

£125.00 (150.00 incl. VAT)

FREE Returns

FREE delivery **16 - 19 June**

Or fastest delivery **Thursday, 15 June**. [Details](#)

Deliver to **Fernwood - Newark NG24 2**

Only 5 left in stock.

Quantity: **1**

[Buying in bulk?](#)

Add to Basket

Downloadable VAT Invoice

Sold by **Linc Enterprises Ltd** and Fulfilled by Amazon.

Add gift options

Add to List

Add an Accessory:

Bosch Home and Garden Battery Pack PBA 18V (battery 2.5 Ah W-B, 18 Volt System, i...

£39.00

Add to Basket

Bosch 1609200399 Lubricant Spray for Hedgecutters, Grass and Shrub Shears, Keo 250 ml

£19.52

Add to Basket

New (4) from **£134.64** & **FREE Delivery**

Other Sellers on Amazon

From: REDACTED@hopkins-solicitors.co.uk>
Sent: Tuesday, June 13, 2023 9:09 AM
To: clerk@fernwood-pc.co.uk
Subject: RE: Allison Homes - Legal work for land transfer and maintenance

Hi Marion,

If we took 1-2 hours for the broad brush review, equating to £300-£600+ VAT. As before, the time spent here is work that would be needed on the wider consideration so no time is duplicated.

The onward deal appears to be a transfer of the land and management agreement. On that basis (and subject to finessing the same once we have done the higher level review) I would anticipate fees to be in the region of £2,500-£3,500 plus VAT.

We can discuss later today, but I trust it will be acceptable.

Kind regards,

REDACTED
Associate Solicitor



Nottinghamshire Association of Local Councils

(Affiliated to the National Association of Local Councils)

The Minster Chambers, Southwell, Notts NG25 0HD

www.nottsalc.org.uk

County Secretary: Tanya Grimes Email: office@nottsalc.org.uk Tel: 01636816890

OFF TO A FLYING START

Training for New Councillors

This popular course is targeted at newly elected councillors but anyone in need of a 'refresher' can come along. Topics will include:

- ***What is a Parish Council and what can it do?***
 - ***The roles of the Chair, Councillor & Clerk – who does what?***
 - ***Law & Procedures, including Section 137***
 - ***Powers and Duties***
 - ***The Parish Council Year***
 - ***Standing Orders & Code of Conduct***
 - ***Civility & Respect Project***
 - ***Parish Council Finance***
- Tues 27th June Dunham on Trent Village Hall, DoT, 6:30-9:00pm
 - Tues 4th July Colston Bassett Village Hall, Col Bassett 6:30-9:00pm
 - Thurs 13th July Sutton cum Lound Village Hall ScL 1:30- 4:00pm*
- *note, this is an afternoon course

Tea/Coffee included

Cost: Members - £45 per place; Non-Members - £100.



Nottinghamshire Association of Local Councils

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www.nottsalc.org.uk

County Secretary: Tanya Grimes

Email: office@nottsalc.org.uk

Tel: 01636816890

Chair Skills Course

Suitable for current Chairs of Councils or Committees and those aspiring to take on the role of Chair, the event will cover:

- Role of the Chairman
- Planning and Preparation
- The skills of a good chair
- Basic Tools & Techniques of Facilitation
- Civility & Respect Project
- The Public and the Media
- Providing Leadership in Challenging Situations

There are 2 locations to choose from -

- **Cotgrave Futures, Thurs 22nd June 2023, 6.30-8.30pm**
- **East Markham Village Hall, Mon 24th July 2023, 6.30-8.30pm**

Tea/coffee included, available from 6.15pm

Cost: Members - £45 pp, non-members £100 pp

NALC National Events – Online (75 minutes each)

Engaging with local communities through digital engagement (NALC event) (Cllrs McGregor & Shepherd & the clerk have expressed an interest) 27/9/23

In today's rapidly changing world, digital engagement with local communities has become more crucial, especially when delivering community regeneration and neighbourhood development plans.

Local (parish and town) councils must make it as easy as possible for people to engage with them and be flexible enough to meet the needs of communities.

Join us at this informative event to learn about effective digital engagement strategies that can broaden community participation beyond the usual suspects. You will discover how digital tools and platforms can enable local councils to connect with residents more efficiently and effectively and make it easier for people to engage with the decision-making processes that affect their lives.

Our expert speakers will share their experiences on how digital engagement can help local councils access funding, develop partnerships, and deliver successful regeneration and neighbourhood development projects. You will also learn about the challenges and opportunities in implementing strategies and the skills and resources needed to make them work.

Whether you are a local councillor, community leader, or resident interested in participating in your community's development, this event is an excellent opportunity to gain insights and strategies for effective digital engagement. Join us and learn how to harness the power of digital to empower local communities and deliver successful regeneration projects.

Empowering young voices in your community (NALC event) (Cllr Mack expressed an interest) 25/10/23

Local (parish and town) councils have a long history of working with young people in their communities. However, engaging with today's youth can be challenging, especially with the rapid changes in technology and communication.

This event aims to provide practical tips and guidance on new ways to engage with young people in your community, understand their needs, and gather their views on crucial local topics. By listening to young people's voices, local councils can empower them to become leaders and spokespeople for change in their communities.

Join us to learn about strategies for engaging with young people that go beyond traditional methods and find out how to get the most out of the local leaders of tomorrow in your area. Our expert speakers will share their experiences creating effective youth engagement programs, using digital tools, and building strong partnerships with schools, youth organisations, and other community stakeholders.

Whether you are a local councillor, community leader, or youth worker, this event is an excellent opportunity to gain valuable wisdom and helpful tips on engaging with young people and empowering them to impact your community positively. Join us and discover how to harness the power of youth voices to create a better future for all.

Planning is undoubtedly the most significant issue affecting most parished communities in England. While the government has retreated from some of its controversial policy commitments from the 2020 white paper, it is time to re-examine the sector's current concerns about planning in local council areas.

Join us at this exciting event to hear from a national policy stakeholder and relevant planning case studies from the local council sector on improving the planning system to meet local (parish and town) council needs. Our expert speakers will share their knowledge on the challenges and opportunities of planning in local councils and discuss approaches for improving community engagement, promoting sustainable development, and ensuring a fair and transparent planning process.

You will have the opportunity to engage in lively discussions with fellow attendees and learn from the experiences of other local councils facing similar planning challenges. Whether you are a local councillor, community leader, planner, or resident interested in planning issues, this event is an excellent opportunity to gain wisdom on revitalising your community's planning.

Join us and discover how to work towards a planning system that meets the needs of local councils and empowers communities to shape their future.



Parish Clerk and Responsible Financial Officer: Marion Fox Goddard

Fernwood Village Hall
Rubys Avenue
Fernwood
NG24 3RS
01636 613024

clerk@fernwood-pc.co.uk

www.fernwood-pc.co.uk

Community Infrastructure Levy

Monitoring Report 2022/2023

This report is published pursuant to Regulation 62A of the Community Infrastructure Levy Regulations 2010 and covers the financial year which commenced on 1st April 2022.

CIL Receipts

Development Reference	Development	CIL received
19/02125/RMAM	David Wilson Homes	£192,754.47
18/00526/RMAM	Barratts	£282,548.86
21/01256/RMAM	David Wilson Homes	£406,882.32
19/01053/RMAM	Larkfleet (Allison Homes)	£82,152.57
Total CIL Received in year		£964,338.22

CIL Expenditure

Project	CIL expended
Coat of Arms	£14,555.00
Dale Crescent	£4862.00
Defibrillators	£318.00
Highways	£2492.58
Village Hall	£3040.79
Costall Woods	£14,179.51
Youth Club	£1731.23
Total CIL Expended in year	£41,179.12

CIL Reserve Balance

Project	Amount
CIL receipts from previous years (opening balance)	£217,553.05
CIL expenditure in current years from previous year funds	£41,179.11
CIL retained from previous years	£176,373.94
CIL receipts for current year balance	£964,338.22
CIL expenditure in current year from current year funds	£0.00
CIL retained for current year	£964,338.22
CIL Balance at year end	£1,140,712.16



Communication and Engagement Policy

Updated policy for consideration on June 19th, 2023

1. The aims of this policy

Fernwood Parish Council recognises its role at the heart of the community and values its unique position in providing community leadership and direction.

The communications strategy laid out in this document sets the standard for engagement both within the council and with its community.

As a council, we aim to ensure communication is two-way; informing people about council activities and village hall, consulting and listening to what people say about services and providing information to support residents. As a council, we are committed to open and transparent communication with residents.

The council aims to ensure that the community understands the role of the parish council as the first tier of local government, its powers, limitations and its liaison with Newark and Sherwood District Council and Nottinghamshire County Council.

The parish council aims to:

- a. Establish clear, easy to use channels of communication between the council and residents and vice versa.
- b. Provide information on important matters in a timely manner to facilitate and encourage informed comment from interested individuals and groups.
- c. Promote Inclusion - all Fernwood residents, businesses and community groups are encouraged to be involved wherever possible in the work of the parish council. The council supports equality of opportunity for everyone in the parish.
- d. Listen to and respond to residents to enable their voices to be heard and for them to take an active role in shaping their local area.
- e. Work together to facilitate the development of the community recognising and supporting the existing groups in the parish and the wealth of experience and contributions people make.
- f. Build trust - the council will work to understand the needs of Fernwood residents, businesses and community groups and collaborate constructively where it can.

2. Legal requirements and restrictions

This policy is subject to the council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, The Local Government Act 1986, The Freedom of Information Act 2000, the Data Protection Act 2018, and other legislation which may apply to the council's Standing Orders and Finance Regulations.

The council cannot disclose confidential information or information where this is prohibited by law. The council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the council, a copy of which is publicly available at www.fernwood-pc.co.uk. All documents are available on request in hard copy or large print.

3. The main principles for all forms of communication

Fernwood Parish Council will ensure that it communicates with residents in a timely and effective manner, and to inform and consult with them on matters which affect the parish.

All methods of communication should:

- be civil, tasteful, and relevant
- be concise
- not disclose information which is confidential
- reflect the views of the parish council not the individual
- not contain unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented, or racially offensive content.
- not promote political parties
- not publicise personal information

4. Methods of communication that may be used by the parish council

- Parish council meetings
- The parish council office
- Parish council noticeboards
- Email
- Post
- Telephone
- Website
- Newsletter
- Social media
- Public meetings

5. Parish council meetings

The parish council meets on the third Monday of every month (except August and December when there is not a meeting). Meetings will normally take place in Fernwood Village Hall starting at 7pm.

All parish council meetings are open to the press and public and will start with a public forum usually lasting up to fifteen minutes (longer may be allowed at the chair's discretion). Residents are encouraged to raise issues during the public forum relating to agenda items or anything else.

Residents, local organisations, district/county councillors, the local press and police will be encouraged to attend parish council meetings and bring forward any proposals or comments they may have. All meeting participants, including invited guests will be expected to behave with civility and respect to all other attendees of the meeting.

On occasion it may be necessary for the council or a committee to exclude the public if the confidential nature of the business to be discussed means their presence at the meeting may be prejudicial to the public interest.

6. Annual Parish Meeting

All town and parish councils throughout England are required by law to hold an annual parish meeting, which must take place between 1 March and the 1 June (inclusive).

The aim of the meeting is to create a two-way flow, both updating residents with reports from stakeholders, clubs and groups that operate in the parish and to encourage engagement, feedback and suggestions from residents.

The chair will convene an annual parish meeting to facilitate the gathering of the residents of the village, with reports from stakeholders, clubs and groups involved in the village and the opportunity for all residents to raise questions and ideas for the village.

7. Parish council office - The role of the parish clerk and responsible financial officer

The parish clerk and responsible financial officer performs a pivotal role as a communications link between the parish council and its stakeholders. It is therefore essential that all forms of correspondence must go via the clerk with the minimum requirement of a copy to the clerk. This will ensure that records are properly kept. The clerk will provide a list of correspondence to committees or full council at meetings. The clerk will respond where required to all correspondence within five working days, either with a full response or with details of when the parish council will consider its response (the exception to this will be during periods of absence).

The office will be open on weekday mornings for residents to call in and speak directly to council staff. At other times and if there is a matter requiring a longer discussion an appointment can be made to meet with the clerk.

Office Address: Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

Office opening times: Monday and Friday 10am-noon

Tuesday, Wednesday, Thursday 10am-1pm

8. Noticeboards

Parish council noticeboards will be kept tidy and up to date. The following items will be displayed on the parish council noticeboards outside of the village hall, inside the village hall lobby and on Goldstraw Lane:

- Parish council meeting dates for the year
- Contact details for the clerk
- The parish council's meeting agenda which will be posted at least three working days in advance of each meeting
- Parish council meeting minutes which will be posted in draft form as soon as is practicable after meetings.

9. Correspondence

All correspondence should be addressed to the parish clerk in the first instance either by email to clerk@fernwood-pc.co.uk or by post. Details will be recorded and passed to the relevant person or organisation as soon as practically possible.

Parish councillors also have their own council email addresses allowing residents and other relevant parties to make direct contact. These are published on the parish council website at www.fernwood-pc.co.uk.

All correspondence to the parish clerk will be acknowledged within one week of receipt where possible. If the communication is received by email an acknowledgment will be sent by that means.

Councillors will be notified of correspondence, but the addressee will not be named on agenda packs/minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the clerk has prior knowledge of the subject. Anonymous emails or those with no subject in the title will not be opened or actioned - this is a security measure to protect the council's computers and systems against spam and malware.

A resident may raise any issue directly with the parish clerk or any councillor. If a satisfactory answer cannot be given immediately, the issue may be placed on the agenda to be considered by full council.

The clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date. Freedom of Information Requests and responses will be published at www.fernwood-pc.co.uk

10. Email

The parish council email account is monitored by the clerk during office hours. Email is a fast and cost-effective form of communication, particularly efficient when reaching out to multiple addressees in a single message. But email should not be used to the exclusion of other forms of communication, for example where a matter could be dealt with more effectively in face-to-face meetings or by phone.

The following guidelines aim to help keep email communications manageable and efficient:

- The clerk will keep councillors updated, by forwarding emails sent to the parish council, when appropriate.
- Some emails which are of general information to the community will be posted on the council and local Facebook pages in addition to being forwarded to the councillors.
- The 'reply all' option will be used thoughtfully, only copying in relevant parties.
- Caution should be exercised when forwarding emails to ensure they go only to relevant people. Think security.
- It is not usually appropriate for draft documents circulated by email to be forwarded outside the parish council unless to an individual directly involved with the matter under discussion.

All parish council business will be conducted using parish council emailing addresses. i.e. staff and councillors will only use their parish council email addresses to send and receive emails regarding council business; personal email addresses must not be used for council business.

11. Post

All post is received by the clerk or administration assistant who will ensure that it is opened promptly and dealt with in an appropriate manner.

12. Telephone

The parish council office telephone will be answered during office hours by the clerk/ administration assistant who will deal in a professional manner with all incoming calls. The voicemail system will receive messages when the clerk/administration assistant are not available, or the office is closed. The staff will check for messages each day and return calls promptly where a number has been left.

13. Website

The parish clerk will ensure the website at www.fernwood-pc.co.uk is up to date, including with the following information:

- Schedules, agendas, and minutes of all parish council meetings
- All policies
- Details of any committees and its responsibilities
- Contact details for the councillors and clerk
- Finance Information including annual reports and audit reports
- Details of any significant ongoing projects updated as appropriate
- Details of parish council services

The clerk will arrange for the agenda and associated papers to be online at www.fernwood-pc.co.uk a minimum of three clear days before meetings and for the draft minutes to be posted as soon as possible after the meeting.

14. Newsletter – The Fernwood Gazette

The parish council will publish 4 seasonal newsletters, the content of which will be determined by the council. The schedule for newsletter should be:

- Winter (December)
- Spring (March)

- Summer (June)
- Autumn (September)

Each newsletter at minimum should include:

- Note from the parish council chair
- Updated timetable of events in the village hall
- Articles written by the councillors when relevant (reviewed by clerk/councillors)
- Articles written by local organisations and/or articles written by residents (reviewed by clerk/councillors)
- Developments update
- Photos of the village
- Useful contacts list
- Youth club update
- Relevant stats and figures shared by other parties
- Adverts by local businesses

This will be part funded by the inclusion of advertising by local businesses.

15. Parish council social media

The parish council will use social media sites where it feels this will benefit the public.

Parish council accounts should be the first to make announcements or share decisions, advertise key dates, agendas, minutes, publicise consultations, advertise vacancies etc. This responsibility will lie with the clerk/administrative staff.

In addition to posting on the parish council website at www.fernwood-pc.co.uk, information may also be shared to local Facebook groups. It is both difficult and time consuming to track/monitor comments on social media, so residents requiring clarification, or a personal response should be asked to email clerk@fernwood-pc.co.uk.

The clerk will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, libellous nature. Such post will also be reported to the hosts (i.e. Facebook) if appropriate to do so.

16. Councillor Use of social media

- a. Should councillors wish to use social media regarding their role as a councillor, it is advised they set up a separate profile/page for their councillor activity.
- b. Any parish councillor who has their own social media accounts whilst free to express their views should use them with caution and always make it clear that their opinions are their own and not those of the parish council.
- c. Councillors can use their own personal social media accounts to:
 - Encourage residents to attend parish council meetings
 - Share parish council posts regarding decisions the council has taken (ensuring they don't duplicate shares leading to overloading local Facebook groups with the same shared post)
 - Advertise events and activities in which the parish council is involved
 - Share information on events and activities which may benefit residents
 - Publicise important meetings such as public consultations
 - Signpost residents to the correct point of contact
 - Advertise vacancies
 - Respond to residents' requests for information on the above
 - Follow the code of conduct
- d. Councillors will not:
 - Share information on council decisions before it has been issued on Parish Council channels (i.e. draft minutes/parish council posts regarding decisions)
 - Share personal or confidential information
 - Engage in personal attacks or hostile communications
 - Post on parish council accounts to share personal opinions
 - Present personal opinions as that of the wider parish council
 - Hide their identity when using social media or responding to residents
 - Publish photography or videos without permission of those included
 - Post content which constitutes bullying or harassment
 - Bring the parish council into disrepute
 - Post offensive language

17. Consultations

The council will arrange consultations and surveys when appropriate and results will be made available on the website at www.fernwood-pc.co.uk and when deemed relevant, on social media.

Methods of consultation will be dependent on the topic and timescales. The Fernwood Gazette will be used to consult when possible but online consultation will be the main conduit for consultations. Notices regarding online consultations will be posted on council noticeboards and these will include details of how to receive a paper copy for residents who are not online. Topics the council is considering will appear on its agendas and minutes and residents will be encouraged to make contact to give their views.

18. Media

Local media is invited to attend all meetings of the parish council and will be provided with an agenda and minutes of previous meetings. The clerk will be the main point of contact for media enquiries and may proactively contact the media if the parish council wishes to provide information or make a statement relating to its business. The clerk will consult the chair, vice-chair, or chair of the relevant committee to clear the content of any press statement before its release. It is important that all information shared with the press is accurate and represents policies and views of the parish council. If a councillor gives an interview or comment, the views expressed should be those of the council and its code of conduct always followed. Information of a confidential nature must never be disclosed.

19. What Fernwood Parish Council asks of residents

To actively review the notice boards and/or the parish council website at www.fernwood-pc.co.uk and/or the local newspaper and/or the Fernwood Gazette for information about meetings and events on a regular basis.

To recognise engagement opportunities and utilise them by responding to surveys, letters, questionnaires etc. Residents' views really do matter and can help shape important decisions about the future of your community.

To address comments, suggestions, or complaints in writing by email, telephone, or post, using the contact information published on the parish council website and displayed on the village notice boards. Alternatively, to attend the monthly parish council meetings (third Monday at 7pm but not August or December) and make use of the public forum at the start of all meetings.

Information available from Fernwood Parish Council under the Model Document Publication Scheme – Last Reviewed and readopted 20th June 2022, to be reviewed 19th June 2023

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information the authority makes available under this scheme.
 - To produce a schedule of any fees charged for access to information which is made proactively available.
 - To make this publication scheme available to the public.
 - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for

re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities. Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> This will be current information only.	All the available information shown below can be obtained from the Parish Clerk	
Who's who on the Council and its Committees	Hard copy, email and village website	10p per page + pp
Contact details for Parish Clerk and Council members: (named contacts where possible with telephone number and email address (if used) Parish Clerk: Marion Fox Goddard tel: 01636 613024 email: Clerk@Fernwood-PC.co.uk	As above	10p per page + pp
Location of main Council office and accessibility details Fernwood Village Hall, Rubys Avenue, Fernwood NG24 3RS Available for contact in person by prior arrangement, by phone, by email and by post		
Staffing structure - Part-time clerk		
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current and previous financial year as a minimum Fernwood Parish Accounts	Hard copy and email (for electronically available documents)	10p per page + pp
Annual return form and report by auditor	Hard copy, email and website	10p per page + pp
Finalised budget	Hard copy, email and website	10p per page + pp
Precept – recorded in the minutes	Hard copy, email and website	10p per page + pp
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website or hard copy and email	10p per page + pp
Grants given and received - recorded in the minutes	Hard copy, email and website	10p per page + pp
List of current contracts awarded and value of contract – recorded in the minutes	Hard copy, email and website	
Members' allowances and expenses – recorded in the minutes	Hard copy, email and website	10p per page + pp
Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum) Strategic Plan	Hard copy, email and website	10p per page + pp
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions <i>Decision making processes and records of decisions</i> Current and previous council year as a minimum. Recorded in the minutes.	Hard copy or website	10p per page + pp
Timetable of meetings (Council, planning committee meetings and parish meetings)	Hard copy, email, website	10p per page + pp
Agendas of meetings	As above and notice boards	10p per page + pp
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Website and Village Hall Notice Board	10p per page + pp
Reports presented to council meetings – Note: this will exclude information that is properly regarded as private to the meeting.	Refer to minutes of that meeting available on website or hard copy and email	10p per page + pp
Responses to consultation papers	In minutes, as above	10p per page + pp
Responses to planning applications	In minutes, as above. Also on NSDC planning portal: https://publicaccess.newark-sherwooddc.gov.uk/online-applications/search.do?action=simple&searchType=Application	10p per page + pp
By-laws	Newark and Sherwood District Council website. Hard copy and email.	10p per page + pp
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> Current information only		

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy, email and website Hard copy, email and website	10p per page + pp
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, email and website	10p per page + pp
Information security policy		
Records management policies (records retention, destruction and archive) – in accordance with NALC Legal Topic Note 40	Hard copy, email and website	10p per page + pp
Data protection policies	As per Data Protection Act requirements	
Schedule of charges (for the publication of information)	As documented in this publication	
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	Hard copy or email	10p per page + pp
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Newark and Sherwood District Council	
Assets Register	Hard copy, email and website	10p per page + pp
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy, email, website and N&SDC website	10p per page + pp
Register of gifts and hospitality	Hard copy and email	10p per page + pp

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> Current information only	(Hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Cemetery and closed churchyards	N/A	
Community centres and village halls	Hard copy, email and website	
Parks, playing fields and recreational facilities	Hard copy, email and website	10p per page + pp
Seating, litter bins, clocks, memorials and lighting	Hard copy, email and website	10p per page + pp
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy, email and website	10p per page + pp
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Marion Fox Goddard, Parish Clerk, Fernwood Village Hall, Rubys Avenue, Fernwood NG24 3RS
Telephone: 01636 613024 email: clerk@fernwood-pc.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage @ 55p or 75p	Actual cost of Royal Mail standard 2 nd class (small or large letter) plus 10p per envelope *
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* The actual cost incurred by the public authority

Fernwood Village Hall Fire Safety Policy

Last reviewed on 20th June 2022, to be reviewed 19th June 2023

This policy applies to all users, hirers, contractors and sub-contractors of Fernwood Village Hall.

Responsibilities of the Village Hall Management Group (VHMG)

1. The VHMG is responsible for all fire safety at the hall in line with the Regulatory Reform (Fire Safety) Order, 2005. The group conducts/commissions fire risk assessments and takes necessary steps to reduce the risk of fire to being as low as possible.
2. The VHMG will receive advice and support from companies who service and maintain the fire systems within the hall and take all preventative measures required following assessments.
3. The VHMG has the responsibility to ensure that all users and hirers of the hall are aware of the Fernwood Village Hall Emergency Plan and that each user ensures that someone is responsible for fire safety at each hire event. For larger events several people will need to be appointed to ensure that emergencies can be dealt with effectively.
4. The VHMG will ensure all users are provided with written instructions as to how to comply with fire safety including procedures. A signed copy of these instructions is held by the Parish Council and forms part of our hire agreement.
5. The VHMG will ensure that all firefighting equipment is maintained and serviced and remains in position to be used if required.
6. The VHMG will ensure that electrical testing (annual PAT test and 5-year electrical testing) and annual servicing and maintenance of heating, emergency lighting and fire alarms are completed.
7. The VHMG will ensure that the fire alarm is tested on a weekly basis and annual risk assessments are completed with findings documented and actions taken to rectify any issues raised.

8. The VHMG ensure that new Councillors and Staff are made aware of the fire procedures, means and direction of evacuation and location of fire exit doors.

9. The VHMG will ensure that all Councillors and Staff are aware of their responsibility for reporting any obstructions to the fire doors or fire evacuation points.

Regular Users

All user groups are responsible for understanding how to handle fire equipment in place at the hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks out at the hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location and should practise these evacuation processes on a regular basis.

The VHMG will reissue the fire safety policy and emergency plan once a year to remind users of the policy and what to do in the event of a fire.

Instructions for any users of the hall in the event of a fire

1. Ensure that the fire alarm has been sounded by breaking the glass of the nearest fire alarm sounding point.
2. Contact the fire brigade by dialling 999. There is not a phone at the Village Hall so a mobile will need to be used or raise the alarm via a local business or resident.
3. Ensure that anyone using the hall at the time is aware of the emergency.
4. Ensure that everyone leaves the hall in a timely manner by the nearest available exit (not collecting personal belongings on the way) and that the doors are closed once everyone has evacuated the building.
5. Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point (*the carpark outside of Fernwood Day Nursery*).
6. The person responsible for the event/group needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone who cannot be accounted for.
7. The person responsible for the event/group needs to notify the Parish Council of the emergency as soon as is reasonably possible: Caretaker 07920124745 or Emergency Contact 07919893589



Fernwood Village Hall Fire Emergency Plan

Last reviewed on 20th June 2022, to be reviewed 19th June 2023

Highlighted text indicates suggested changes

The aim of the plan is to ensure that in the event of fire everyone is sufficiently familiar with the action they should take to ensure Fernwood Village Hall can be safely evacuated.

(There are no staff in the Village Hall for the majority of the time that it is in use – therefore, in this plan we have assumed that the actions taken in the event of a fire are taken by the hirer/organiser of the party/event/activity).

Section 1: Premises Information	
Site Name	Fernwood Village Hall
Address	Fernwood Village Hall Rubys Avenue Fernwood NG24 3RS
Occupier of the premises	Fernwood Parish Council Councillors and staff. Hirers of the premises.
The use or uses of premises covered by the Fire Emergency Plan	Events, meetings, activities and social gatherings.
Fire Warning/suppression arrangements	<p>Is there an Alarm System fitted? Automated</p> <ul style="list-style-type: none"> • Audible – type of sound Siren • Links to fire brigade No <p>Emergency Lighting Yes</p> <p>Fire suppression</p> <ul style="list-style-type: none"> • Sprinklers None • Gas No auto switch off • Fire Extinguishers Yes
The number of people likely to be present (staff, public etc.) and their location	<p>Up to 3 staff – 2 in office, 1 all areas (Varies: Office hours: 9.30am – 12.30pm, Monday and Friday 8.15am -3.30om , Tuesday - Friday Caretaker: 6am -12pm Monday to Friday)</p> <p>Up to 200 members of the public – main hall, small hall, foyer, kitchen/toilets (All times possible, except for 2am-5am)</p> <p>Up to 5 contractors</p>
Persons who are especially at risk	<p>Is there normally someone onsite who is especially at risk?</p> <p>Sometimes a personal emergency evacuation plan will be needed for disabled people/those with special requirements -</p>

	Hirers and regular hirers to be asked to consider this in advance of their booking and consult with the Village Hall staff if they do have someone with special requirements.
Ability of people present to escape without assistance	Are the means of escape facilities provided within the building considered sufficient for all persons present to evacuate the premises within 3 minutes without assistance? Yes
Presence of outside contractors, visitors	All contractors and visitors shall be briefed on the fire arrangements by their host. Who is responsible for ensuring they are evacuated – fire wardens/visitors contact? Visitors' contact Hirers
Specific arrangements if necessary, for high risk fire areas to the building	List of areas of high fire risk Kitchen Plant room

Section 2: Roles and Responsibilities

Nominated Fire Officer duties and roles	<p>The site Fire Officer is the Parish Clerk, Telephone number 01636 613024</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring the fire emergency plan is maintained • Ensuring alarms are tested and records maintained • Ensuring records are maintained • Ensuring fire wardens are appointed (if necessary) for larger events • Ensuring provision of fire safety training for all staff including invites to bar/cleaners, contractors regular hirers and the Village Hall Management Group. • Be responsible for coordination in the event of a fire and implementation of this emergency plan (The Parish Clerk is not based at the hall for most of the time therefore this responsibility is passed on to the hirer should a fire occur when the Parish Clerk is not on site – the hirer will be briefed about the hall's fire procedure at the beginning of their booking) • Report fires and carry out an investigation • Conduct regular fire safety inspections of the building • Train VHMG members to act as fire officers
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Nominated Fire Wardens' duties and roles:	<p>Persons who hand over the building to hirers.</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring the hirer is aware of the location of all the fire exits • Ensuring the hirer is aware of the fire procedure <p>Hirers' responsibilities:</p> <p>In the event of a fire, the Hirer is responsible for:</p> <ul style="list-style-type: none"> • supervising the evacuation of the building; ensuring people report to the fire assembly point(s). • setting off the fire alarm. • calling the emergency services. • contacting the appropriate Fernwood Parish Council Caretaker.
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Section 3: Fire Procedure

If you discover a fire you must	Raise the alarm by operating the nearest fire alarm call point.
If you hear the fire alarm you must	<ul style="list-style-type: none"> • Assist any users/guests who need help. • Leave the premises by the nearest available exit, closing all doors behind you. • Report to the assembly point: <i>the carpark outside of Fernwood Day Nursery</i> • Do not stop to collect personal belongings or allow others to do so. • Do not shout or run – this may cause panic.
Your responsibilities	<ul style="list-style-type: none"> • You must know how to find the escape routes provided • You must know how to operate the fire alarm.
Section 4: Communications	
The following people will be contacted in the event of a fire.	Caretaker 07920124745 or and Emergency Contact 07919893589
Procedures for liaising with the Fire Brigade - 999	<p>The Hirer will be responsible for determining whether the fire brigade is required. If they are, they should provide the following information:</p> <ul style="list-style-type: none"> • how many persons are still in the building, if any. • where the seat of the fire is thought to be located. • any additional information which might help the fire brigade.
Turning off services	The shutters automatically switch off when the fire alarm goes off. Gas and electricity need to be turned off in the plant room.
Re-entering the building	Once the fire brigade has completed their investigation, and only after they have declared the building safe to re-enter, the Hirer is responsible for communicating this message to users.
Section 5: Reporting and Investigation	
Reporting	The Nominated Fire Officer is responsible for reporting the fire to the Village Hall Management Group through the Village Hall Management Group meeting.
Investigation	<p>The Nominated Fire Officer is responsible for completing an investigation except where the incident was serious enough to warrant a formal investigation by the Fire Brigade.</p> <p>A copy of the report must be sent to the Village Hall Management Group</p>
Section 6: Fire Alarm Testing/Evacuation Practice	
Fire alarms should be tested as follows:	The Caretaker will be responsible for testing the fire alarm on a weekly basis and maintaining a record of the tests in the logbook and inspections spreadsheet.
Fire evacuations shall be practised as follows:	The Nominated Fire Officer is responsible for arranging a fire evacuation practice every 6 months and recording it.



Banner Policy

Adopted on November 21st, 2022, to be reviewed 19th June 2023

The following guidelines are to assist promoters of events/services in determining whether a banner will be permitted on the fences of Fernwood Village Hall.

Please read this policy before submitting your application to post a banner on the village hall fence.

Types of events/services that can be promoted

Events/services shown on the banner must meet following criteria:

- Organised by local community/not-for-profit groups/village hall user
- Be non-party political
- Be of benefit/interest to the local community.

Approval for events/services not meeting any of these criteria is at the discretion of the Parish Clerk.

Specification

Banners should be no larger than 6ft x 3ft, made of suitable material and securely fastened.

Terms

1. Priority will be given to banners promoting activity in Fernwood and non-commercial community groups/clubs/charities.
2. Advance bookings from business users will only be taken on a conditional basis on the understanding that priority is given to community groups/ clubs/charitable organisations in the parish of Fernwood.
3. The Parish Council accepts no liability for loss or damage to banners at any time.
4. The Parish Council reserves the right to cancel bookings.
5. Banners must not be put on the fence until written confirmation of approval has been received from the Parish Council.
6. Promoters are responsible for checking the fixings of their banners. Ideally this will be done weekly. If a banner becomes loose or unkempt, Parish Council staff will remove the banner and request collection by the owner. If the banner has not been collected within 2 weeks, the banner will be disposed of.
7. The Parish Council will remove unauthorised and incorrectly erected banners and request collection by the owner. If the banner has not been collected within 2 weeks, the banner will be disposed of.
8. Banners for events on a specific date must be removed by the promoter within 1 week after the event date. If the banner has not been removed within this period, the banner will be disposed of.

Application to display a banner on the fence of Fernwood Village Hall

Please read the policy for displaying banners on the village hall fence before submitting your application to ensure that your application is eligible, and to also familiarise yourself with the requirements of the policy.

Organisation: _____

Contact name: _____

Contact phone number: _____

Contact email address: _____

Event/Activity that the banner is for: _____

Date of event(s): _____

Date banner displayed from:
(Maximum of 4 weeks before the event) _____

Please provide a proof of the banner or if that is not available a description of the wording and any organisation logos or brands which will be included.

Attached	Yes	No	<i>(please circle)</i>
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If not attached, description of the wording and any organisation logos or brands which will be included:

Declaration: I accept and agree to the terms stated in the policy for displaying banners on Fernwood Village Hall

Name	
Signature	
Role in the organisation	
Date	

Submit your application to office@fernwood-pc.co.uk or post it to Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood NG24 3RS.

For office use

Banner approved: YES / NO Dates that the banner will be displayed: _____

If not approved, reason for refusal:

Organisation not eligible / Banner not eligible/ Space not available
Other (please specify)

Date decision made: _____

Decision made by: _____

Date applicant informed: _____

#859 Fernwood Woodland – Ecological Walkover Survey and Bat Activity Survey



Fernwood Woodland - Ecological Walkover Survey and Bat Activity Survey

Job reference & client	#859 – Fernwood Woodland, Fernwood Parish Council
Ecologist	Jake Hill BSc (Hons) ACIEEM, Ecologist
Date of issue	02/06/2023

Background & Methodology

EMEC was commissioned by Fernwood Parish Council to complete an Ecological Walkover Survey, including the Preliminary Roost Assessment (PRA) of several trees within an area of woodland off Rubys Avenue, Fernwood, Newark, Nottinghamshire. A General Tree Assessment undertaken by Forest Farm Tree Services in November 2020 identified ten trees that needed to be felled due to the amount of dead wood present, consequently resulting in a health and safety risk. Fernwood Parish Council commissioned EMEC to assess these ten trees for the potential to support roosting bats, undertake a general ecological walkover of the woodland and to provide further assessment and recommendations in regard to bats and other species within the woodland. Following this initial survey, two trees were identified as requiring further presence/absence surveys as one was assessed as being of high potential and the other as low to moderate potential for roosting bats. However, the tree with high potential was found out to be out of the Fernwood Parish ownership and therefore no further works would be undertaken on this tree.

The woodland is located in the centre of Fernwood Village, Newark, Nottinghamshire and is approximately 0.8ha in area. The woodland mainly consists of ornamental and introduced species including turkey oak (*Quercus cerris*), western red cedar (*Thuja plicata*), atlas cedar (*Cedrus atlantica*), tree of heaven (*Ailanthus altissima*) and wellingtonia (*Sequoiadendron giganteum*). Several native species including yew (*Taxus baccata*), English oak (*Quercus robur*), holly (*Ilex aquifolium*), field maple (*Acer campestre*) and beech (*Fagus sylvatica*) were also present. The woodland has some, albeit limited, terrestrial connectivity due to being completely surrounded by a sub-urban residential area; however, there will be some connectivity via the residential gardens for aerial species such as bats and birds. There is connectivity to Fernwood Woodland North and Fernwood Woodland South to the west, and the Fernwood RAF Woods to the south, although connectivity does not extend further beyond these woodlands (see Figure 1).

An Ecological Walkover Survey and Preliminary Roost Assessment for bats was completed. The potential of habitats to support legally protected and/or notable species was also undertaken, including the recording of important ecological features including sightings, signs, evidence and potential habitat for legally protected and/or notable species.

The survey followed the Guidelines for Accessing and Using Biodiversity Data in the UK (CIEEM, 2020), the Guidelines for Preliminary Ecological Appraisal, the Guidelines for Ecological Report Writing (CIEEM, 2017 a & b), and the British Standard BS42020:2013 'Biodiversity – Code of practice for planning and development.

A ground level roost assessment was undertaken on the ten trees to identify potential roosting features (PRFs) including hollows, cracks and cavities within trunks and branches (e.g. old woodpecker holes), crevices behind loose bark and ivy growth. Each tree was assessed individually by a licenced and suitably experienced ecologist and graded as to their suitability for supporting roosting bats in line with best practice guidelines (Collins, 2016) (Appendix A).

The ground level roost assessment was undertaken on 3rd August 2022 by Jake Hill ACIEEM BSc (Hons) (Natural England Level 1 Bat Licence 2022-10609-CL17-BAT), Lorna Griffiths MRes BSc (Hons) ACIEEM (Natural England Level

2 Bat Licence 2016-19884-CLS-CLS CL18) and Ed Donell. The survey was undertaken in suitable weather conditions, a temperature of 20°C, a light breeze (1 on the Beaufort Scale), 40% cloud cover and no precipitation.

The presence/absence survey involved monitoring the tree for bat activity on a single occasion. This methodology diverted from the guidelines, as the tree was considered to be of low, but verging on moderate potential, therefore, one survey was considered sufficient. The presence/absence survey comprises a single dusk emergence survey which began 15 minutes before sunset and ended one and half hours after sunset. All aspects considered suitable for bats were monitored during the survey and a camera (Sony Handycam DCR-SR72) with infrared capabilities and infrared lights and each surveyor utilised a bat detector (Echo Meter Touch and Peersonic), to allow continued monitoring while it was dark. This data was then analysed following the completion of the survey.

The nocturnal survey was undertaken on 23rd May 2023 by Jake Hill and Lauren Butler. The survey was undertaken in suitable weather conditions for bats to be active with a temperature of 18°C, a light breeze (1 on the Beaufort Scale), 10% cloud cover and no precipitation.



Figure 1 – Aerial image of the site (Imagery ©2021 Google, Imagery ©2021 Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, The GeoInformation Group, Map data ©2021)

Results and Recommendations

The ten trees identified as needing to be felled were inspected for their potential to support roosting bats and other species. A summary of the roosting potential for each of the trees has been provided in the table below alongside recommendations to help reduce potential impacts.

Tree Number and Species	Results	Recommendations
811 - Western Red Cedar	Some minor cavities present, Low potential for roosting bats.	Soft fell ¹ .
812 - Sycamore	Several tear outs that do not extend into cavities, Low potential for roosting bats	Soft fell.

¹ The tree is carefully dismantled in sections and each section slowly lowered to the ground the leave any potential bat roosting habitat intact.

821 - Western Red Cedar	Some minor cavities, Low potential for roosting bats.	Soft fell.
823 - Yew	Negligible potential for roosting bats.	Do not fell entirely. Pollard at 6 m and neaten up side-stems off the main stool, remove smaller deadwood branches at the end of stems. Standing dead wood will provide habitat for a variety of invertebrates.
853 - Horse Chestnut	Some cavities present which appear to extend into the tree. Low , verging on Moderate potential for roosting bats. Unsafe to climb to fully inspect features.	No bat roosts were identified during the single dusk nocturnal survey and overall bat activity in the area was low, with only sporadic common pipistrelle (<i>Pipistrellus pipistrellus</i>) passes throughout the survey. Therefore, it is considered unlikely that bats are utilising this tree as a roost at this time. An active blue tit (<i>Cyanistes caeruleus</i>) was also identified within the tree during the bat survey in a trunk cavity at 2 m on the northern aspect. It is recommended to pollard this tree to a height of 6 m following soft felling techniques, and the remaining tree stump retained as standing deadwood. Works should not be undertaken during the bird nesting season (March to September inclusive).
857 - Western Red Cedar	Some minor cavities, Low potential for roosting bats.	Soft fell.
869 - Tree of Heaven	Multiple large cavities present, including tear outs, lifted bark, deadwood and woodpecker holes. High potential to support roosting bats. Unsafe to climb to fully inspect features.	This tree was found out to be outside of the Fernwood Parish ownership and therefore no further works will be undertaken on this tree.
875 - Sycamore	Some minor cavities, Low potential for roosting bats.	Soft fell.
885 - Sycamore	Already felled	N/A
886 - Sycamore	Already felled	N/A

Further Recommendations

- Log and brash piles should be created at strategic points within the woodland using arisings from the tree felling and pollarding procedures. These will provide habitat suitable for invertebrates, birds and small mammals. These should 4 m in length or width and 1.5 m tall, it is better to have several smaller piles than one large pile.
 - Larger logs could be left in sunlit open areas, such as the ‘wildflower’ area just north of the woodland and turned into invertebrate ‘hotels’ by the partial drilling of holes of a variety of sizes into the log.
- The ‘wildflower’ area, just north of the woodland, which currently consists of creeping thistle, nettle, bramble and species poor grassland, should be managed to improve the area for biodiversity. It is recommended half is retained in its current state and cut once a year. The other half should be stripped bare, including the top layer of soil, and sown with a native wildflower seed mix such as the Standard General Purpose Wildflower mix EM2F from Emorsgate. This wildflower meadow should be cut twice a year, once in August when the arisings should be left to dry and shed seed for 7 days before being removed, and once again in late winter with the arisings removed immediately.
- Bat and bird boxes could be installed on the trees within the woodland.
 - Bat boxes such as the Improved Crevice Bat Box and the Improved Cavity Bat Box from www.nhbs.com could be utilised. These should be placed at least 4 m from the ground on

southwest or southeast facing aspects with a clear flight path, on mature trees at the woodland edge or open rides within the woodland, with one of each style of box per tree.

- Bird boxes such as the Vivara Pro Seville Woodstone Nest Box 28 mm and 32 mm from www.nhbs.com could be utilised. These should be placed at height of at least 3 m, on south or east facing aspects on mature trees within the woodland.
- Areas of the woodland should be thinned to allow more light onto the woodland floor to promote the growth of ground flora, particularly in the eastern section of the woodland where there are closely planted semi-mature sycamore.
- Trees with deadwood should be retained where possible, unless they are overhanging footpaths and public rights of way and are a public health and safety risk.
- The creation of a Woodland Management Plan would provide detailed long term management for the woodland which would benefit biodiversity in the area as well as the general health of the woodland.

Report prepared by: Jake Hill BSc (Hons) ACIEEM, Ecologist

Report 1st QA by: Lorna Griffiths MRes BSc (Hons) ACIEEM, Senior Ecologist

Report 2nd QA by: Kiran Johal MZool (Hons), Ecologist

Date: 02/06/2023

Contact details: EMEC Ecology, The Old Ragged School, Brook Street, NG1 1EA www.emec-ecology.co.uk

Appendix A: Categories for Assessing Bat Roost Potential and Legislation

Bat Roost Potential Level	Roosting Habitats	Foraging and Commuting Habitats
Confirmed	Evidence of roosting bats in the form of bats, bat droppings, urine stains, grease marks and scratch marks	N/A
High	A structure or tree with one or more potential roosting sites that are obviously suitable for use by larger numbers of bats on a more regular basis, and potentially for longer periods of time due to their size, shelter, protection, conditions and surrounding habitat.	<p>Continuous high quality habitat that is well connected to the wider landscape that is likely to be used regularly by commuting bats such as river valleys, streams, hedgerows, lines of trees and woodland edge.</p> <p>High quality habitat that is well connected to the wider landscape that is likely to be used regularly by foraging bats, such as broadleaved woodland, tree-lined watercourses and grazed parkland.</p> <p>Site is close and connected to known roosts.</p>
Moderate	A structure or tree with one or more potential roosting sites that could be used by bats due to their size, shelter, protection, conditions, and surrounding habitat but unlikely to support a roost of high conservation status.	<p>Continuous habitat connected to the wider landscape that could be used by bats for commuting, such as lines of trees and scrub or linked back gardens.</p> <p>Habitat that is connected to the wider landscape that could be used by bats for foraging, such as trees, scrub, grassland or water.</p>
Low	<p>A structure with one or more potential roosting sites that could be used by individual bats opportunistically. However, these potential roost sites do not provide enough space, shelter, protection, appropriate conditions and/or suitable surrounding habitats to be used on a regular basis or by a larger number of bats (i.e. unlikely to be suitable maternity or hibernation).</p> <p>A tree of sufficient size and age to contain potential roosting features but with none seen from the ground, or feature seen with only very limited roosting potential.</p>	<p>Habitats that could be used by small numbers of commuting bats such as a gappy hedgerow or unvegetated stream, but isolated i.e. not very well connected to the surrounding landscape by other habitat.</p> <p>Suitable, but isolated habitat that could be used by small numbers of foraging bats such as a lone tree (not in a parkland situation) or a patch of scrub.</p>
Negligible	No features on site likely to be used by roosting bats	No features on site likely to be used by commuting or foraging bats.

Conservation of Habitats and Species Regulations 2020 (as amended)	<p>Deliberately capture, injure or kill a bat;</p> <p>Deliberate disturbance of bats;</p> <p>Damage or destroy a breeding site or resting place used by a bat.</p> <p>The protection of bat roosts is considered to apply regardless of whether bats are present.</p>
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Wildlife and Countryside Act 1981 (as amended) ⁴ S.9	Intentionally or recklessly obstruct access to any structure or place used for shelter or protection or disturb a bat in such a place.
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Dale Crescent - Flowerbed/shrubbery and ball games report

1. Introduction

In 2022 FPC received complaints about young people playing football on the green in the centre of this area. Concerns were raised regarding cars being hit by the ball and the young people running out into the road and potentially being at risk. A no ball game sign was erected.

FPC consulted with residents asking them whether they would be happy with a) returfing the area, b) planting a shrubbery or installation of a piece of gym equipment. The majority response was for shrubbery.

Contractors were asked to quote for the work and the council chose a supplier in November 2022 and it was planted in mid December.

2. Current situation

- a. There are a lot of weeds in the area.



Concern has been raised regarding the suitability of the area due to it's not being easy to maintain and the initial specification.

- b. The no ball games sign has been removed by someone.
- c. Young people have moved corner of the green to play football. We have received two emails regarding young people doing this and kicking the balls into gardens (see point 3). The grass is being worn away.



- d. A member of the parish council staff attempted to dig over part of the area and found a pipe.



3. Emails received from concerned residents

a. **Resident 1**

From: REDACTED

Sent: Wednesday, May 17, 2023 5:49 PM

To: Marion Fox Goddard <clerk@fernwood-pc.co.uk>

Subject: Dale Crescent

Hi Marion we last communicated in January re a group of boys playing football along the narrow strip of grass near the keep fit equipment. The no ball game sign that was put up was removed within a couple of weeks by some boys, and their football games have continued and there are 10 boys playing there today . Unfortunately due to the proximity along the edge of the green its again causing problems. The ball once again is repeatedly being kicked into the road along our side of Dale Crescent and Williams Lane, into front gardens and hitting cars and our caravan .

We have repeatedly spoken to the boys asking that they do not enter our garden or go under our caravan to collect their ball. This is a risk that they may cause an injury to themselves. Also the repeated risk of damage to our property .

I have spoken with two parents on one occasion as I had to reach to get the ball from under our van again explaining the risk of harm and damage.

As the boys are there daily from 3.30pm it is now becoming a nuisance .

Yesterday after a third ball ended up in our front garden in the space of 10 minutes I again spoke with one of the boys and received verbal abuse.

I know you were going to ask the community police officers to speak to the boys but I now believe the football games needs moving to a more suitable area. This area is not a playing field but a residential crescent with parked cars along the green.

Please could someone from the council pop along to see what the situation is for themselves one teatime and look at the area in question. If more signs are erected then it needs monitoring or more obstacles placed to deter the area being used as a football pitch.

I do hope that you can understand my concerns and justification for my email.

Kind regards REDACTED

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

Sent: Friday, May 19, 2023 10:13 AM

To: REDACTED

Subject: RE: Dale Crescent

Hello REDACTED ,

Thank you for your email.

I raised this with the local beat team from Newark Police yesterday and they have said 'This has been added to our dedicated patrols list. We will attend after school tomorrow as a starting point'. I also raised it with N&SDC's antisocial behaviour office to see if their Community Support Officers can help.

The Council next meet on June 19th at 7pm at Fernwood Village Hall. I will add this to the agenda for formal discussion then too. You are welcome to come to talk to the Council about it then – there is a public forum a couple of minutes after 7pm. I will let the Councillors know so they can pop down and have a look too.

Best wishes,
Marion Fox Goddard
Parish Clerk and Responsible Financial Officer

From: REDACTED

Sent: Friday, May 19, 2023 5:51 PM

To: Marion Fox Goddard <clerk@fernwood-pc.co.uk>

Subject: Re: Dale Crescent

Hi Marion thank you , I fully understand that children need places to play but these are teenagers playing with a leather football along a narrow strip of green alongside a road, parked cars and residential dwellings. They are children and are focused totally on their game with no consideration to the problems they are causing some residents whom live on this side of the crescent it just isn't a suitable place to play football . I'm sure if they used the main playing field they could have an enjoyable game with no risk of damage to persons property, or the potential cause an accident as cars drive past.

Kind regards REDACTED

- b. **Resident 2: From:** REDACTED
Sent: Monday, June 12, 2023 6:48 PM
To: office@fernwood-pc.co.uk
Subject: Football on the green

Hello

I live on dale crescent and would like to make a complaint about young children playing football on the green outside my house last year was just as bad but they made that said into a garden now they have moved to the other side and are again causing problems kicking the football into people gardens I have lost count the amount of times I have asked them to be careful as the ball keeps hitting our car and caravan but they have no respect for our property a sign did get put up to say no ball games which they took down and they are also ruining the grass

Please could you look into this

Your sincerely

4. Maintenance of the area

I have approached 2 organisations which work in the area to obtain quotes for tidying up the area/making it easier to manage.

a) Quote 1

- ii. One Off Visit New Shrub Bed - To Hand Weed/Edge and Define Shrub – Its a chap for a day, quite an expensive way to maintain it, £200 PLUS VAT.
- iii. Long term solution: I suggest, it is dug out, membraned, re bark chipped. Then its minimal maintenance each year, spot treatments with a chemical treatment. This would be £1000 plus VAT for the initial correction to the shrub bed, the ongoing treatment would be £50 per year.

b) Quote 2 – to follow

5. Alternative options

It has been suggested that more suitable options are considered. For example, using more shrubs rather than flowers and simplifying the bed. The following plant has been suggested:



Red Robin in bush shape

An evergreen shrub which, if not pruned, reaches a height of 4m / 13ft with a similar spread. Red Robin grows at a rate of about 30cm / 1ft per year when established. It responds very well to pruning and can easily be kept to a height 1.2m / 4ft.

It is fully hardy in almost all areas of the UK withstanding temperatures down to -12°C. In protected position, it is hardy to a few degrees lower. See the comments question / answer section (comment dated April 2018) at the end of this article if your Red Robin has lost many of its leaves during a particularly cold winter.

Main interest is from bright red leaf tips which turn green as they mature. If left unpruned the previous year, it produces masses of tiny white flowers in June. The flowers are attractive, but the scent is not!

All soils except heavy clay or waterlogged conditions are suitable. It does best in a deep loam type soil although this is not essential.

It prefers full sun although also does well in partial shade. Avoid full shade positions.

Once established, it rarely requires watering and will tolerate moderate drought.

A very versatile shrub, it can be grown as a specimen plant, singly in containers, as a loose hedge or against a wall / fence. It makes a very attractive standard plant. It is not suitable as a barrier hedge because it has no thorns and can easily be parted.

Disease resistance is good with the exception of leaf spot. See our section below on pests and diseases of this shrub for top tips about avoiding this problem.

The Dogs Trust does not list Photinia Red Robin as being poisonous to dogs. There are indications however that it can cause problems with grazing animals such as horses and cows.

6. The way forward

Fernwood Parish Council is asked to consider:

- a. Whether to proceed with either of the maintenance quotes detailed in point 4.
- b. Whether to simplify the design and if so how.
- c. Whether to replace the no balls game sign
- d. How to proceed with the pipe.
- e. What to do about the concerns raised by residents and the remit of the parish council.
- f. If any further actions should be taken.

Correspondence from Via East Midlands regarding Fernwood Parish Council's requests to reduce the speed limit on Hollowdyke Lane and convert rumble strips to tarmac (or more suitable alternative) due to them not being recommended for residential areas

From: REDACTED@viaem.co.uk>
Sent: Friday, June 9, 2023 12:28 PM
To: clerk@fernwood-pc.co.uk
Cc: REDACTED
Subject: FW: Fernwood Parish Council - Rumble Strips/ 30mph Hollowdyke Lane

Good afternoon Marion,

I hope you're well.

Please find below an update regarding the Rumble Strips and Hollowdyke Lane.

Apologies again for the delay.

Kind regards
REDACTED
Senior District Manager – Newark & Sherwood
Via East Midlands Ltd
Tel: REDACTED

www.viaem.co.uk

Head Office: Bilsthorpe Highways Depot, Bilsthorpe Business Park,
Eakring Road, Bilsthorpe, Newark NG22 8ST



From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>
Sent: Wednesday, May 3, 2023 1:08 PM
To: REDACTED <@viaem.co.uk>
Cc: REDACTED
Subject: Fernwood Parish Council - Rumble Strips/ 30mph Hollowdyke Lane

Good afternoon REDACTED,

Thank you for your email.

I have shared your feedback with the Council and have the following feedback/questions which I'd be grateful if you could come back to me on:

Rumble Strips

We sent the attached letter to Via/NCC in March which has details of a consultation we have done and our reasoning for the request. This outlines national and Nottinghamshire County Council advice that rumble strips should not be used in residential areas. We also understand from research papers that the effect on rumble strips on speed is diminished over time. I understand your concerns

regarding speed and the Parish Council are offering funding to replace the rumble strips with a more suitable speed reduction solution if you would work with us on this. We have residents whose sleep is being affected by the rumble strips who are even thinking of moving because of them so we really would like to address this. We know Via have replaced rumble strips with tarmac in the past so hope you will help. If Via are unwilling to change these, the Council would like to know why you have changed some in the past and why this is not been considered for more recent requests, particularly when we are offering funding.

Via update - Regarding the removal of the existing Traffic Calming features. From a Highways and road safety perspective we would not recommend that these features are either totally removed or replaced with tarmac humps.

Removal of the existing features and/or replacing them with tarmac will have an adverse effect on traffic speeds in the area. As we know there are already complaints around the speed of traffic in the area and we would have no other mitigating measures to offer to tackle this, and therefore you would have to rely on enforcement action by the police.

I can arrange for a quote for Via to carry out the works. However, in advance of this you would need the full support of the County Councillor and further demonstrate that the majority of residents would support such an action and what response the Parish Council would offer if and at such a point there are complaints about increased speeds from residents.

Hollowdyke Lane Speed Limit

Could you clarify the mandatory speed limit on Hollowdyke Lane please?

I attach an email from REDACTED which he sent in May 2021. In it, he wrote *'I suggest as a way forward to maintain Hollowdyke Lane as the Construction route and keep it safe would be to restrict it to a 30mph speed limit. I would be prepared to make the necessary TTRO to restrict the road for up to 10years while the works continue. This would cost £1322 and obviously you could arrange the signing yourself once the positioning has been agreed.'*

REDACTED was prepared to temporarily reduce the speed limit then so we wonder why our request cannot be met now. The Parish Council could pay for the TTRO and the signage. Please could you let me know if this would be possible?

We note your suggestion for having paths installed but we are aware Allison Homes are planning to submit an application for more homes along Hollowdyke Lane (construction estimated to be 7 years from now); we wonder whether it would make more sense for paving/lighting/ permanent speed reduction to be built into the S106 requirement for that development so the developer would be taking on these significant costs. In the interim Fernwood Parish Council paying for a TTRO and signage with minimal cost seems the most sensible option.

Via update - I have discussed this matter further with REDACTED and he informs me that ,currently the mandatory speed limit on Hollowdyke Lane is the National Speed Limit. There is no need to impose a 30mph speed limit on Hollowdyke Lane as there is already an advisory 20mph limit. While an advisory limit cannot be enforced it is unlikely mandatory speed limit would ever be actively enforced due to the nature of the road. With an advisory speed limit there is still legal issue relating to it, if there is any issue on the road caused by vehicles exceeding the advisory speed limit then there is the possibility of the Police pursuing a conviction for Reckless or Dangerous driving. Bearing these facts in mind it would appear that the best course of action

would be to leave the advisory 20mph speed limit in place until eventually the status of Hollowdyke Lane is downgraded and it no longer forms a complete through route.

I've also checked the recent accident data and I'm happy to report that there has been NO reported injury collisions in the period 1-1-20 to February 2023 along the length of Hollowdyke Lane.

I hope you will reconsider your decision on these issues. Fernwood Parish Council is committed to resolving them and addressing concerns of residents. We have funding to help with this and would appreciate the opportunity to work with you to address such issues.

Best wishes,

Marion Fox Goddard
Parish Clerk and Responsible Financial Officer





APPLICATION FOR GRANT FUNDING

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

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

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

1	Name/Address of organisation	FERNWOOD PETANQUE CLUB Redacted
2	Contact name and position in organisation	MARLENE ASHWELL 300. TREASURER
3	Contact telephone number and email address	Redacted
4	Is the organisation a Registered Charity? If "yes" please provide Charity Number	Yes <input checked="" type="radio"/> No <input type="radio"/> please circle
5	Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Fernwood?	Open space player area used for all.
6	Amount of grant requested	£ 200
7	For what purpose is the grant requested? Please continue on a separate sheet if necessary.	Resurfacing of the Petanque piste which has been misused
8	What is the total cost of the project?	£ 200. including vat
9	Give a breakdown of what the funding will be spent on	4 Bag 6mm Shingle @ 40 ea + vat.
10	Has the project that you want the funding for already happened?	No.

11	How will the funding benefit the community or residents of Fernwood? <i>Please continue on a separate sheet if necessary.</i>	To promote the game of Petanque and attract families @ New players. for elderly to keep fit & active	
12	Approximately how many of those who will benefit are Fernwood parishioners?	More than 8.	
13	Have you consulted with Fernwood residents on whether they support your proposal?	Yes <input checked="" type="radio"/> No <input type="radio"/> <i>please circle</i> this would have been done when piste was led 2012/13	
14	Have you applied for any other funds/grants towards the cost of this project? If so, include details.	Yes <input checked="" type="radio"/> No <input type="radio"/> <i>please circle</i> Fernwood Residence Assoc.	
15	Fernwood Parish Council may request photographs and information so we can promote this in the local media/online. Are you happy with this?	Yes <input checked="" type="radio"/> No <input type="radio"/> <i>please circle</i>	
16	Bank Details (For use if a grant is awarded)	Name of Account FERNWOOD PETANQUE CLUB Account number Redacted	
17	Supporting Documentation *Provide up to date accounts or bank statements for the last 6 months Please note your application cannot be considered without the supporting documentation	Required	Provided ? <i>please circle</i>
		Your most recent accounts*	Yes <input checked="" type="radio"/> No <input type="radio"/>
		Bank statements for the last 6 months*	Yes <input checked="" type="radio"/> No <input type="radio"/>
		A copy of your constitution	Yes <input checked="" type="radio"/> No <input type="radio"/>
		Details of your organisation's officers/trustees/committee members	Yes <input checked="" type="radio"/> No <input type="radio"/>
Consultation results (required for applications for in excess of £500)	Yes <input type="radio"/> No <input type="radio"/> N/A <input checked="" type="radio"/>		

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

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

Signed Redacted Date 05 JUNE 2023

For Office Use Only

Grant applications must be checked against the following criteria.

Check	Yes/No/?
The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the life of people living, working, and visiting the area of Fernwood Parish?	Yes.
Does the grant exclude ongoing running costs?	Yes.
Is the grant for non-political or non-quasi-political organisations or projects?	Yes.
Is the grant application for £1,000 or less?	Yes.
For applications in excess of £2000, has the applicant fully detailed the exceptional circumstances?	—
For applications in excess of £1000, has the applicant detailed sources for at least 50% of the overall cost of a project?	—
Does the application include the required financial and organisational information?	Yes.
Is this the only application in this financial year from this group or organisation?	Yes.
Is the applicant based in the Parish Council area? If not what proportion of beneficiaries of the grant reside in the area? (Grants will be pro-rata for residents of Fernwood using that service.)	Yes.
Is the application for future funding?	Yes.
Evidence of local consultation?	No.
Supports/mitigates the impact of the development and benefits residents in the parish?	Yes.

Assessing officer M. Lloyd

Date of assessment 5/6/23

Could CIL be used No

Decision (delete as applicable) reject / return for further information / proceed to Council

Outcome at that meeting

Village Hall Free Usage Request – carers group

Note from the Clerk:

FPC has a 'Village Hall Free Usage Policy' which I've copied on the following page for your reference.

Staff have met the person who sent the e-mail below through the regular Tuesday morning warm place events. She suggests something which could be of use to other residents in Fernwood who are carers. The council is asked to consider whether to give her the free use of the small hall on a long term basis (for this purpose or whether to offer '6 hours of free session time, to encourage development of the group' as detailed in the policy.

I have spoken to the lady, and she has agreed it may be better to not have a specific age group as the need may be across the age groups. She would like to use the small hall for one hour per month.

We have one other user where we allow free usage of the hall on a regular basis; the first aid group that meet once a month. This was allowed by the previous council on the proviso that if another user wanted the slot that they have booked they would work with staff to find an alternative slot for their free sessions.

(Amount if charged: £17.25 per monthly session)

From: REDACTED

Sent: Friday, June 9, 2023 6:05 AM

To: Office <office@fernwood-pc.co.uk>

Subject: Re: over 60's carers' support group

I have been a carer for my husband who has stage 4 cancer for 16 months and have found it mentally very difficult. After the initial shock I needed to find a support group for myself after I had found support groups for him. It was relatively easy to find support for him but I found it impossible to find a support group for myself. After discussing the problem with other cancer sufferers at one of his groups, I know others feel the same. The solution would be to start a group myself where carers can discuss problems, have a moan, shed tears, have a laugh and find information in a safe place. I would like to start it initially the first Wednesday of every month when I can organise my husband to be with a friend. Although I have not done anything like this before, I know I have the support of the Fernwood Hall staff.

Regards REDACTED



Village Hall Free Usage Policy

Adopted 19 March 2018

From time to time, Fernwood Parish Council is asked to provide the village hall Free of Charge. This document sets out how a request for free use of the hall will be considered.

1. User groups – The current pricing for the hall includes some free usage as below.

Open Public Information Meetings
(Including Fernwood Residents Association (FRA), Police, Church Groups and Fernwood Special Community Events - Summer Fete/Christmas Fair etc.)
2 hours per month free of charge, the hours cannot be rolled over to the following month.

Any new Fernwood Community Groups are given 6 hours of free session time, to encourage development of the group.
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2. Ad hoc requests for use of the hall

The decision will be at the discretion of the Village Hall Management Group.

A register of free of charge hall usage requests will be kept in the bookings spreadsheet including a note of why the Village Hall Management Group agreed/disagreed to free of charge hall usage.

The register will be reviewed on an annual basis by the Village Hall Management Group.

3. Terms and Conditions

All free use is subject to the normal terms and conditions for the hall.

From: REDACTED
Sent: Wednesday, May 17, 2023 10:59 AM
To: office@fernwood-pc.co.uk
Subject: Question for the councillors!

Hi Marion

I trust you are keeping well!

Is there an open forum to meet with the parish councillors? I would like to ask them what is being done to remove the First Port charge from freehold properties in Fernwood. I noticed in the election manifesto that they wanted freeholders to be the same as leaseholders?

Let me know if there is a 'surgery' I can attend please.

Many thanks, take care.

REDACTED

On Wed, 17 May 2023 at 13:23, <clerk@fernwood-pc.co.uk> wrote:

Hello REDACTED,

Nice to hear from you. I hope that you are well.

The is a public forum at the beginning of each Parish Council meeting which falls on the third Monday of every month (except August and December when they don't meet). The meeting starts at 7:00 PM and the public forum starts within the first few minutes of the meeting. You've just missed this month's meeting which was on Monday night, but we are having an annual parish meeting when most of the councillors will be there next Wednesday evening at 7:45 PM in the village hall – you are most welcome to come. Agenda attached.

Alternatively, you are welcome to e-mail any of the councillors directly. Their email addresses can be found through the following webpage.

If you need anything else, please drop me an email.

Could you let me know if you are happy for me to forward your email to all councillors? I can do this on your behalf if you so wish.

Best wishes,

Marion Fox Goddard

Parish Clerk and Responsible Financial Officer

From: REDACTED@nottscc.gov.uk>
Sent: Tuesday, May 23, 2023 1:34 PM
Subject: Update on the new Nottinghamshire and Nottingham Waste Local Plan

Dear Sir/ Madam

Update on the new Nottinghamshire and Nottingham Waste Local Plan

Nottinghamshire County Council and Nottingham City Council are currently working on a new Waste Local Plan as part of our statutory duty to publish an up-to-date Waste Local Plan. Previously, we have consulted on an Issues and Options document from February to May in 2020 and on a Draft Waste Local Plan from February to April 2022.

Officers have been considering the representations made on the Draft Waste Local Plan and are preparing a Pre-submission Draft taking into consideration comments received and updated background evidence and information.

Subject to the approval of each Council in June and July, we are anticipating the Pre-Submission Draft Waste Local Plan to be published for public consultation in September 2023. This public consultation will be seeking views on whether the plan is legally compliant and considered 'sound'. We will inform you of the exact dates of the consultation in due course and how to make representations.

During the work of preparing the Pre- Submission Plan, an error was discovered in the Draft Plan in relation to the Strategic Objectives as published. The Draft Plan erroneously contained the Strategic Objectives that were published in the Issues and Options document; however the objectives had been revised with the revised objectives appraised in Draft Waste Local Plan Sustainability Appraisal report (November 2021). Further detail and information on this can be found on the County Councils webpage- [New Waste Local Plan | Nottinghamshire County Council](#)

More details about the Plan and how to get involved in the consultation and where the documents are available for inspection can be found at [New Waste Local Plan](#).

If you no longer wish to be informed about the development of the Waste Local Plan, please advise us by emailing planning.policy@nottscc.gov.uk and we will remove your details from our database.

Yours sincerely

REDACTED
Principal Planning Officer | Planning Policy
Place | Nottinghamshire County Council

From: team@hugofox.com <team@hugofox.com>
Sent: Tuesday, June 6, 2023 10:44 AM
To: office@Fernwood-pc.co.uk
Subject: Contact via HugoFox

Dear Parish,

You have received the following message from REDACTED

Hi. I'm looking to arrange a burial of some ashes. I understand fees are doubled / tripled if I were to bury them at either Newark or Balderton cemetery given I'm a Fernwood resident. As there is no Fernwood cemetery, can you advise where Fernwood residents are expected to bury their loved ones without being subject to extortionate fees? Thanks. REDACTED