

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

You are summoned to attend the next meeting of the Parish Council to be held on Monday 20<sup>th</sup> September commencing at 7pm. This meet will be held in the small hall of Fernwood Village Hall.

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

The meeting can be accessed via Zoom: <https://us02web.zoom.us/j/84754283416> Meetings are being streamed online to make it easier for people to access. If there is a meeting you are interested in, you can watch it from the comfort of your home. Covid restrictions are still in place so for those that want to attend in person, spaces will be limited and there is a chance you may need to wait for space to be free.

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

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

118. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press
119. Public Forum
120. Apologies for absence
121. Declarations of interest
122. Approval of the minutes of the last Parish Council meeting of 19<sup>th</sup> July 2021
123. Councillors' & Clerk's Reports
124. County Councillor and District Councillors reports
125. Finance
  - a. Bank reconciliation for the year to date to be noted
  - b. Items of income to be noted
  - c. Items of expenditure paid by Direct Debit/Standing Order to be noted and items of expenditure approved under delegated powers since the last meeting – to be noted
  - d. Items of expenditure for consideration
    - i. 3 replacement CCTV cameras and 1 new camera in the canopy area the Village Hall entrance
    - ii. Conferencing system for the Small Hall in the Village Hall
    - iii. See item 127 Youth Services -funding for provision of a youth club
    - iv. Inspection of lights that are out in Derry's woodland or repair
    - v. SLCC membership for the Clerk
  - e. To note the conclusion of external audit for the year ended 31 March 2021
126. Planning and Licensing

a. To consider the following applications:

<a href="#">21/00390/S73M</a>	Land At Fernwood Meadows South Great North Road Fernwood	Application to vary condition 1 of planning permission 19/01053/RMAM to allow house type changes including to the front of the site (Plots 1-5 inclusive; Plot 318 and Plots 348-350 inclusive)
<a href="#">ES/4217</a>	Bantycok Quarry, Staple Lane, Balderton, Newark on Trent	Proposed southern extension to Bantycok Quarry, extension to the time limit for mineral operations until 31st December 2044 and amendments to the restoration scheme
<a href="#">21/01904/FUL</a>	Rototec Sylvan Way Great North Road Fernwood	Erection of a storage building

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

21/01353/HOUSE	25 Dale Crescent Fernwood	Proposed two storey extension to the rear elevation, with a single storey lean to extension to create front porch	Grant Householder Application
21/01409/HOUSE	24 Dale Way Fernwood	Proposed replacement of conservatory roof	Grant Householder Application

127. To consider the report provided by Nottinghamshire County Council's Youth Service Provision for Fernwood and Parish Council and agree how to proceed

128. Policies/procedures

New Documents for consideration

a. To discuss and decide whether to adopt the new Code of Conduct

Existing Policies for review

b. [All General Data Protection Regulation Policies](#)

c. [CCTV Policy](#)

d. [Prohibition of Sky Lanterns and Helium Balloons](#)

129. Correspondence

a. Email Suggesting that the Parish Council buy the land between Lancaster Grange and Suthers School

b. Thank you letters from Chuter Ede, Fernwood Children

c. Census 2021 - Outputs Consultation

d. Email raising concerns regarding construction traffic in the village

e. NSDC consultation on their [Amended Allocations & Development Management Development Plan Document](#)

f. Email from County Councillor Lee regarding feasibility study with respect to Goldstraw Lane parking issues

g. Email from CPRE Nottinghamshire - the Countryside Charity, regarding rural transport

h. Complaint regarding trees being removed for the housing development behind Pond Close

i. NSDC consultation letter for the Gambling Act 2005 Review of our Statement of Gambling Principles 2022-2025

j. Message with examples of lorries turning left onto Rubys Avenue from Plum Avenue



**MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING**  
**held on 19<sup>th</sup> July 2021 at 7pm**  
**Virtual Meeting Via Zoom**

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

Clerk: Marion Fox Goddard

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

**103. Public Forum**

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

**104. Apologies for absence**

District Councillor Mison and County Councillor Lee

**105. Declarations of Interest**

Councillors J and M Weale live close by to the property on Dale Way that has a planning application so they stated that they would not take part in the discussion.

**106. Approval of the minutes of the Parish Council meeting on 16<sup>th</sup> June 2021**

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

**107. Councillors & Clerk Reports**

*Councillor Cullen* – has been attending Nottingham CCG Covid 19 updates.

*Councillor Smith* – has attended Chairman training.

<b>JULY Clerk's report</b>	Agenda Item
Village Hall transfer from NSDC to Fernwood Parish Council – awaiting an update on this.	19/287b
Clerk wrote to Barratt David Wilson Homes requesting the transfer of the open spaces in central Fernwood as per the section 106 agreement. BDWH have agreed to move forward this and met with Newark and Sherwood District Council (NSDC). They committed to providing NSDC and the Parish Council with a plan of which spaces are still in their ownership that can be transferred and paperwork regarding the terms that will have to be transferred by the end of May. NSDC aim to take this to their committee in June for a decision (should this meeting date be missed, we will have to wait another 3 months). On receipt of the plans, Clerk will arrange a meeting with Fernwood Parish Council's legal advisors to discuss this. I understand NSDC have some paperwork, but this has not been shared with the Parish Council. I have written to NSDC to request an update.	21/46c

Derry's woodland purchase – Area for purchase has been expanded. See agenda item 112. I have contacted a company in Grantham who may be able to do a botanical survey.	21/30
Covid 19 Update – Despite the Government lifting restrictions from July 19 <sup>th</sup> , we still need to be careful at the hall as the risk is still there and Covid-19 cases appear to be increasing again. <i>Clerk to review the risk assessment and recommend how we proceed.</i>	20/33
Streetlights that are out on the path between Dale Way and Rubys Avenue – This has been raised with the owner of these lights. Once the woodland sale has been completed the Parish Council will be able to arrange repair if the owner has not done so in the meantime. Clerk has met with Via to obtain a more accurate costing. Meeting held with electrician – still awaiting quote. Nottinghamshire County Council have asked for details of what we are purchasing to be able to move their quote/potential adoption forward – <i>Clerk to send the map as this has now been received.</i>	20/114g
Parish Council Meetings – Costing has been requested for fixed microphone/camera/computer solution for conducting hybrid meetings in the small hall	21/45
Litter picking – see item 114b. We now have a bin and equipment. Risk assessment has been drafted for approval.	21/61d
Wildlife corridors – Clerk has asked Barratt David Wilson Homes for details of when hedgerows will be replaced and if there are plans for wildlife corridors – awaiting feedback. NSDC has responded on monitoring of such planning conditions – see item 115d.	21/61e
Metal dog bin replacements have been installed (Dale Crescent/corner of Reed Close)	21/85 di
Corner Hollowdyke Lane/Phoenix Lane – still unclear who is responsible for what. Barratt David Wilson Homes (BDWH) have said they will check what their 278 agreement covers. Awaiting land transfer plans from BDWH which may also shed some light on this.	21/87e
Townhill Square/Cormack Lane adoptions – No feedback from the developer on Townhill Square. We are still not clear about which parts are adopted on Cormack Lane (the small path at the end of Cormack Lane that leads to Dale Way). This has been raised with Barratt David Wilson Homes.	21/87h
William Hall Way is not adopted so NCC will not repair the sign. NSDC has agreed to contact the landowner to address this.	21/93

## 108. County Councillor and District Councillors Reports

Updates received prior to the meeting

*Cllr Mison* – received comments from residents regarding the overgrown weeds along the paths through the woods near Balderton Hall, it is the responsibility of the land owners to maintain the land. There has been a recent litter pick to clear the business park. Received correspondence from year 9 students at Suthers School around the state of our roads and questions regarding recycling waste in public areas. I am working with NCC to report back regarding the highways, and I am compiling some information regarding a scheme recently run by NSDC in Southwell where recycling rubbish bins were placed along side existing bins in public areas such as pavements in the town. I will reply to the students as soon as I have everything gathered, albeit they are likely to be year 10 by the time they receive the information as the schools break up this week.

*Cllr Lee* - Requested an update for the speed bumps on Fernwood - plan is being put together on the way to resolve the ongoing issues. Fernwood glass bins been reported for overflowing

(w/c 5/7/21). Speeding assessment requested for Hollowdyke Lane. Request made for police figures for Fernwood antisocial behaviour for the last two years figures requested (request made June). Overgrown hedges and vegetation - overgrown branches causing an obstruction when cycling on the path when pedestrians are also on there too and B6326 Bridge just over the A1 heading towards Balderton have been reported for extra grass cutting due to visibility - this is with our maintenance teams at NCC. Request made for 40 mile an hour signs near the bridge going over the A1 - offered to pay for the out of my councillor fund. Request made for children crossing road signs near A1 over-bridge - offered to pay for the out of my councillor fund. 30 mile an hour signs near Fernwood schools requested. Meeting has been requested to discuss ongoing youth services at the Balderton division (meeting has been had, follow-up meeting in two weeks) (August). Ongoing conversations with the YMCA about youth activities in the area (leader Ben Bradley MP invited to a meeting with YMCA executives).

## 109. Finance

### a. Bank reconciliation– noted.

#### Bank Reconciliation Fernwood Parish Council

Period Ending 30-Jun-21

Prepared by: *Marion Fox Goddard Clerk*  
Date: 01 July 2021

Approved by: \_\_\_\_\_

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

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

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

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

##### CASH BOOK

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

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

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

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

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

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

**d. Items of Expenditure considered**

Expenditure	Budget Area	Total £	Decision
i. New lock and keys for the front door of the village hall.	Village Hall – Individual items	342.00	Unanimously agreed to change the locks and issue keys to regular hirers. Prop.: R. Cullen, Sec.: D. Harrison
ii. 20 Hi Vis Vests for Volunteer Litter Pickers	Parish Council – Individual items	51.98	Unanimously agreed. Prop.: J. Weale, Sec.: M. Weale
iii. Derry woodland and open space	CIL	21,085 (including legal work 1000 and tree work 1085)	Unanimously agreed. Prop.: J. Newton, Sec.: R. Cullen
iv. Washroom services	Waste and Hygiene Services	391.66 per year (3 year contract) + outright purchase of toilet roll holders 163.20	Unanimously agreed. Prop.: R. Cullen, Sec.: D. Harrison

*Clerk to organise purchase of these items/arrange contracts, write a procedure for the issue/recall of keys, add a post to Facebook regarding the woodland purchase and get costings for 2 new bins and a dog poo bin for the area.*

e. Financial review – 1<sup>st</sup> April to 30<sup>th</sup> June 2021 and revised forecast for 2021/22 for consideration  
The Council noted the revised forecast. The Clerk shall conduct a further budget review at the end of the next quarter. This will be presented at the Parish Council meeting in October 2021.

**110. Planning**

a. Planning applications considered:

<a href="#">21/01353/HOUSE</a>	25 Dale Crescent, Fernwood	Proposed two storey extension to the rear elevation, with a single storey lean to extension to create front porch	The Council unanimously agreed to Support this application. Prop.: R. Cullen Sec.: M. Weale
<a href="#">21/01409/HOUSE</a>	24 Dale Way Fernwood	Proposed replacement of conservatory roof	5 Councillors unanimously agreed to Support this application. Prop.: R. Cullen Sec.: D. Harrison
<a href="#">21/01461/FUL</a>	Field at Great North Road, Fernwood	Diversion of an existing oil pipeline.	The Council unanimously agreed to Support this application. Prop.: J. Newton, Sec.: J. Weale

*Clerk to send feedback to NSDC.*

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

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

112. **Purchase of woodland behind the nursery** – The Council reviewed the decision that was made on February 15<sup>th</sup>, 2021, to pay a fixed amount for the Woodland behind the nursery as the parcel of land in question has now been increased. See item 109 d iv.(discussed during the finance item on the agenda)

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

The Clerk has been working with Newark and Sherwood District Council and Nottinghamshire Council. Activity so far:

- Meeting with NSDC and NCC to discuss what is on offer currently and what else can be done. Suggestion of employing someone using Kickstart funding is being explored with NCC.
- Meeting with senior leaders at Chuter Ede Fernwood and Suthers School to raise awareness of the issues and agree how to address this.
- Relaunch of the Report it Campaign (as reports are low/more resources will be allocated to the area if the statistics indicate there is a need).
- Community engagement day being organised by the District and Parish Council on August 13<sup>th</sup>.
- Leaflet being prepared - to be distributed to all households in Fernwood.
- Respect and kindness signage competition being organised for local school children – the best designs will be made into signs for around the play park.

### 114. Policy/Procedures

New Documents that were considered:

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

The Councillors unanimously agreed to adopt both documents Prop.: H. Micah, Sec.: D. Harrison.

Existing Policies that were reviewed:

- c. Fernwood Parish Council Publication Scheme - The Councillors unanimously agreed to make no changes to this document. Prop.: R. Cullen, Sec.: H. Micah.
- d. Grievance Panel (in relation to the Council's Grievance and Disciplinary Procedure) – The Council agreed that, should there ever been the need for a Grievance Panel, Councillors Cullen, Micah, and Smith would sit on this and should there be the need for an appeal panel, Councillors Harrison, Newton, and M. Weale would sit on this.

### 115. Correspondence

- a. Letter from Robert Jenrick MP regarding the Platinum Jubilee Civic Honours Competition – noted.
- b. Email from Chuter Ede Fernwood confirming emergency arrangements – noted.
- c. Update from NSDC on the LGA Model Code of Conduct – noted.
- d. Feedback from NSDC regarding implementation and compliance of planning conditions regarding protection of wildlife – noted. Should anyone believe there has been a breach of the conditions, let the Parish Clerk know so this can be raised with the planning authority.
- e. Update email from Nottinghamshire County Council on road safety measures for B6326/Suthers School – The Councillors were concerned that there are no timescales in place for some of the measures. *Clerk to raise this issue with the Head of Suthers*



*School and respond to NCC to seek timescales, with swift implementation of the measures being the aim.*

- f. Message received regarding litter bins and dog bins – not being replaced and more needed – see item 109 d iv. *Clerk to enquire with NSDC if more regular collections from the bottle banks are possible and if the clothes bank in that area could be replaced with another bottle bank.*
116. The Council resolved to exclude the public from the remainder of the meeting to discuss village hall pricing including commercially sensitive information provided by local competitors.

#### 117. New pricing for the Village Hall

The Council unanimously agreed to proceed with the following price proposal. Prop.: R. Cullen, Sec.: J. Newton.

#### Fernwood Village Hall Price List (Hourly rate)

1. No peak/off peak times. Fixed price per hour whatever the time.

User type	Small Hall	Main Hall	Full Building
<b>Fernwood resident (occasional use)</b>	£13.50	£18	£30
<b>Non-Fernwood resident (occasional use)</b>	£17	£22	£37
<b>Not for profit user group/Charity</b>	£11.50	£15	£24
<b>Small Business</b>	£15	£20	£33
<b>Commercial</b>	£25	£48	£70

2. Cleaning fee £40, Bar arrangement fee £25. (No change)
3. Discount for long terms small business and commercial bookings only:  
12 weeks 10% discount, 24 weeks 15%, 48 weeks 20% (No change)
4. Remove exclusive use discounts (i.e., Remove the following: The Main Hall and Small Hall can be booked exclusively on Saturdays and Sundays from 9am - Midnight for £300.00, For exclusive use of the Main Hall and Small Hall there is a one-off charge of £25.00)
5. Where the weekly increase is above £5 for regular users, implement 50% of the increase from 1 September 2021 for 6 months and move to the full increase from 1 March 2022. This is the first price change for over 5 years.

#### Notes on the Reasons for the Proposed Changes

- Current peak/off peak charging – complicated. With discounts for regular use, the off-peak rates are very low. Occasional users tend to book at what was classed as ‘peak times’ so this change should not affect party bookings.
- Exclusive use discounts - rare that we could even offer exclusive use on a Saturday or Sunday as we have regular bookings therefore not needed. Not sure why there was a £25 one off fee – this undervalues the space and reduces potential income. Very rarely used.
- Not for profit rates – I am not sure why there were so many rates for the main hall. At times, the main hall was the same price as the small hall.

Meeting closed at 20:51

**Next Meeting: Monday 20<sup>th</sup> September 2021, 7pm**

SEPTEMBER Clerk's report	Agenda Item
Village Hall transfer from Newark and Sherwood District Council (NSDC) to Fernwood Parish Council – Our solicitor has received feedback from NSDC regarding the queries he raised and will be going back to NSDC 14/9/21.	19/287b
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – the Parish Council is still awaiting an update on this work from NSDC	21/46c
Derry's woodland purchase – Legal work has commenced. Still need to find companies that can do a botanical survey.	21/30
Covid 19 Risk Assessment has been reviewed for Fernwood Village Hall. Full details can be read on the <a href="#">Parish Council website</a> .	20/33
Streetlamps that are out on the path between Dale Way and Rubys Avenue – NCC have quoted to inspect the lights (following the Parish Council request to quote for bringing them up to NCC standard) and 1 quote for repair at the current specification – see item 125di.	20/114g
Parish Council Meetings – Costing has been received for microphone/camera/computer solution for conducting hybrid meetings in the small hall – see item 125dii.	21/45
Litter picking – Risk Assessment and equipment in place. Fernwood Community Church completed a community litter pick at the end of July.	21/61d
Corner of Hollowdyke Lane/Phoenix Lane – still unclear who is responsible for what. Barratt David Wilson Homes (BDWH) have said they are not responsible for the dyke/area in front of the substation. Still awaiting land transfer plans from BDWH which may also shed some light on this.	21/87e
Townhill Square/Cormack Lane adoptions –Townhill Square and the small path at the end of Cormack Lane that leads to Dale Way – BDWH are arranging the adoption with NCC.	21/87h
Community Fun Day held at the village hall in August in conjunction with NSDC, the police and fire service. Leaflets have been delivered to all households in Fernwood regarding the Report It campaign and explaining what is being done to tackle antisocial behaviour. I have met with NCC's North Team Manager for Youth Services, Councillor Lee and NSDC's Antisocial Behaviour Officer and Community Relations Officer to discuss what can be offered for young people in the village – they offered a youth club on one night per week, but most of the funding would need to be provided by the Parish Council – see item 127.	21/113
B6326 Road Safety – Following the last meeting, a letter was sent to Nottinghamshire County Council raising concerns over the delayed action to tackle this issue. The interactive sign was installed in August. We have been told there is a draft report regarding improvement of the crossing area near the Tawny Owl but have not seen this. We are trying to get a meeting date with the NCC officer dealing with this.	21/115e
5 year Fixed Electrical test for the Village Hall was completed in August. Remedial work was required to pass the building leading to additional costs.	21/95dii
New lock for the village hall front door due to be installed on 20/9/21	21/109di
<a href="#">New Village Hall Pricing</a> – All regular users have been written to. No issues. New pricing commenced 1/9/21.	21/117
<p>Liaison Meeting held with Barratt David Wilson Homes on 7/9/21. Key points to note:</p> <ul style="list-style-type: none"> <li>• Footpath between Spring Drive and Thomas Road will be installed w/c 20/12/21</li> <li>• Marketing signage at the end of Hollowdyke Lane – BDWH will be removing these as permission has not been given for them.</li> <li>• BDWH advised the Parish Council to go to the sales office to see what is being done for wildlife preservation.</li> </ul>	

- David Wilson phase 3 has been pulled forward which led to the trees being cut down behind Johnsons Road and Pond Close. Residents unhappy about this. FPC asked BDWH to inform us of any changes such as this between meetings as the village would like to be forewarned of such things. (See item 129h on the agenda)
- Improvements to the Goldstraw roundabout are now likely to be done at the end of September.
- Via instructed BDWH to remove signage down Hollowdyke Lane (20 mph/children crossing) as incorrect signage has been in place up to now. BDWH have been asked to liaise with Larkfleet to get 30 mph signage in place (following correct procedure etc.)
- Via told BDWH that the construction signage is not fit for purpose and asked them to provide a signage schedule for approval. This will include the Goldstraw/Dale roundabouts and the B6326.
- BDWH explained that they are not responsible for the dyke along Hollowdyke Lane or the area in front of the substation on Phoenix Lane.
- Construction Traffic coming through the village has increased significantly in July and August. BDWH were asked to address this although they did say some of the traffic may be from the Larkfleet site. They suggested that the liaison meetings should include Larkfleet. Parish Council to discuss whether joint or separate meetings would be the best way forward. NSDC's planning enforcement officer has asked BDWH to send a stern reminder to all contractors.
- Meeting arranged with BDWH/Via early in October to discuss progress on these issues.

County Councillor Lee – Report

Ongoing discussions of youth services.

With our partners the district Council Fernwood Parish Council and the county council and myself are ongoing.

Reported highways safety concerns

*Overgrown hedges and vegetation - Overgrown branches causing an obstruction when cycling on the path when pedestrians are also on there too and B6326 Bridge just over the a1 heading towards Balderton have been reported for extra grass cutting due to visibility . And is with our maintenance teams at the county council*

A1 slip road fernwood has been reported to highways England due to overgrown trees and bushes by residents and myself .

30 mile an hour signs near Fernwood schools requested . (Ongoing conversations with the county council highways) Like the ones I had fitted in Middlebeck near the school .

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Completed

Requested June Resolved in August

Double yellow lines and school keep clear restrictions outside Suthers School.

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A reduced speed limit on the B6326 from National Speed Limit to 40 mph

Warning signs in each direction on the approaches to the signalled crossing.

After a request from fernwood Parish Council to myself to intervene in on going work by the county council that was announced by the county council in February .

I sent emails and spoke to the county council in partnership with the Parish Council we've been able to expedite the work and it was resolved in August .

I thank the county council offices and workers for resolving these issues on behalf of the residents .

Future meeting .

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Myself the county Council the district Council and the Parish Council .

A meeting between myself and offices to discuss the viability of a crossing near the Tawny owl was had a few weeks ago .

Iv spoken to the county council that this is one of my main priorities for fernwood in terms of securing the safety for children attending the new Suthers school . Balderton and Fernwood residence and the Parish Council of fernwood had raised this issue during the election and my meeting with the Parish Council afterwards .

A meeting with Fernwood Parish Council to discuss this has been arranged as I'm aware they have concerns about crossing of children heading towards The secondary school. Very excited to work with Fernwood on this project .

If possible to discuss in the same meeting or to arrange a second meeting for myself the county Council highways and The district Council and the Parish Council chairman and Parish clerk to discuss outstanding issues on highways on fernwood so I can fully understand any long outstanding issues including but not limited to .

. Speed Signs and highways issue on Hollowdyke Lane .

. Pedestrian access on Hollowdyke Lane

. And future access onto Main Street Balderton

. Enforcement dangerous parking around both schools and any possibility of future enforcement .

Disability mobility/access on pavements due to dangerous parking .

. Parking provision for residents

Double yellow lines near the shop .

any other issues that I haven't been made aware of. As well as future development of the sites when it comes to highways. So I can understand all the ongoing issues and future development when it comes to Fernwood as I'm aware there is a lot planned.

#### Walkabouts

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my Fernwood walkabouts are open to the Parish Council to attend and I will make myself available for whenever they're free if they want to get in contact with me directly to arrange. It would be nice for the Parish Council to join me on a few of the walkabouts. I know some Balderton parish councillors do get a lot out of attending Joint walkabouts.

#### Residence home visits

On the 14th from 2pm-7pm of September I'm looking at doing

Home visits in Fernwood and Balderton if you have an issue and you would like me to visit you directly please get in contact and I will put you in my diary for a home visit (social distancing will still be followed)

If you would prefer a telephone conversation please get in contact by private message and I will make arrangements.

-----

#### Requests to the district Council

Litter pick requested through the district Council for Fernwood near School (request made through Cllr Mison)

Week commencing the 11th of August road sweep request near the secondary school due to gravel on the road.

my walkabouts are open to the Parish Council to attend and I will make myself available for whenever they're free if they want to get in contact with me directly.

#### County Council news

Section of Article by Ben Bradly MP and Nottinghamshire county council leader.

We have had highways wins already with the £24m for the A614 which will do an awful lot there in improving road safety and improving the quality of junctions.

"It has also its economic benefits because you can get up and down the road quicker.

We have backed Newark and Sherwood District Council's bid for the Newark bypass in the Levelling Up Fund as well so hopefully there is much more to come from a highways perspective in Newark."

The £20m bid has been submitted to the Government's Levelling Up Fund to complete work on the Newark Southern Link Road. The county council is supporting the bid by the district council for the investment, which it says would unlock employment land and relieve the area's horrendous traffic woes.

The project would link the A46 at Farndon and the A1 at Fernwood, providing smoother travel alongside the Newark bypass with an alternative route. There will also be an option to cross the River Devon.

"The bid has gone in, and we are heavily in support of it," said Mr Bradley. "We know Robert Jenrick has been supportive of it as well and we are just in the process of waiting to find out now — we will get answers early in the autumn.

"There are a lot of reasons, both in terms of congestion around Newark and economically, as to what it will unlock so we want to go ahead with that."

A link to the full article <https://www.facebook.com/257915376443/posts/10158337981761444/?d=n>

**Bank Reconciliation  
Fernwood Parish Council**

**Period Ending 31-Jul-21**

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

**Date:** 02 August 2021

**Approved by:**

**Date:**

**Balance per bank statement as at 31-July-2021**

	£	Total £
TSB Current Account - Parish Council	£10,905.67	
TSB Reserve Account - Parish Council	£40,426.23	
Unity Trust - Parish Council	£67,402.96	
TSB Current Account - Village Hall	£4,605.85	
TSB Reserve Account - Village Hall	£7,169.54	
Unity Trust - Village Hall	£15,601.16	
Nationwide	£83,573.71	
Redwood	£85,000.00	
Clydesdale and Yorkshire	£85,000.00	
Petty Cash	None held	
		<b>399,685.12</b>
<b>Less: any unpresented cheques/BACS payments at 31-July-2021</b>		<b>£0.00</b>
<b>Add: any unbanked cash / cleared cheques at 31-July-2021</b>		<b>£0.00</b>
<b>Net bank balances as at 31-July-2021</b>		<b><u>£399,685.12</u></b>

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

**CASH BOOK**

Opening Balance	£324,564.58
Add: Receipts in the year	£103,899.52
Less: Receipts from 2020/21*	-£58.50
Less: Payments in the year	£28,720.48
<b>Closing balance per cash book as at 31-July-2021</b>	<b><u>£399,685.12</u></b>

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

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

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

**Bank Reconciliation  
Fernwood Parish Council**

**Period Ending 31-Aug-21**

Prepared by: *Marian Fox Gaddard, Clerk*

Date: 06 September 2021

Approved by:

Date:

**Balance per bank statement as at 31-August-2021**

	£	Total £
TSB Current Account - Parish Council	£7,252.05	
TSB Reserve Account - Parish Council	£40,436.52	
Unity Trust - Parish Council	£66,417.96	
TSB Current Account - Village Hall	£3,504.86	
TSB Reserve Account - Village Hall	£7,171.37	
Unity Trust - Village Hall	£16,845.62	
Nationwide	£83,573.71	
Redwood	£85,000.00	
Virgin Money	£85,000.00	
Petty Cash	None held	
		<b>395,202.09</b>
Less: any unpresented cheques/BACS payments at 31-August-2021		£0.00
Add: any unbanked cash / cleared cheques at 31-August-2021		£0.00
<b>Net bank balances as at 31-August-2021</b>		<b><u><u>£395,202.09</u></u></b>

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

**CASH BOOK**

Opening Balance	£324,564.58
Add: Receipts in the year	£106,013.57
Less: Receipts from 2020/21*	-£58.50
Less: Payments in the year	£35,317.56
<b>Closing balance per cash book as at 31-August-2021</b>	<b><u><u>£395,202.09</u></u></b>

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

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

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

## Agenda Item 125 - Finance

b. Income 2021/22	£
Regular Hire	6584.39
Other Hall Hire	3359.91
CIL	59,615.59
Precept	35,809.50
Interest	178.71
Advertising income	145.00
Feed in tariff	117.67
VAT reimbursement	361.96
<b>Total</b>	<b>106,172.73</b>

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries. HMRC, Pensions (August & September)			9195.16	BACS
<b>Parish Council</b>		9195.16			
AKRG	Individual items – Watering can	5.79	1.16	6.95	BACS
Amazon	Individual items – Hoe	15.83	3.16	18.99	CARD
Amazon	Stationery	1.25	0.25	1.50	CARD
Information Commissioner's Office	Annual registration	35.00		35.00	BACS
Kirk and Bills	Individual items – Dog bins installation	196.00	39.20	235.20	BACS
Lightning and Mobile Accessories	Individual items – paint for air walkers	29.58	5.92	35.50	CARD
Liz's Garden Centre	Individual items – Plants	72.07	14.41	86.48	CARD
McAfee	Software – antivirus	108.32	21.66	129.98	CARD
PKF Little John	External Audit	600.00	120.00	720.00	BACS
Primeprint	Printing and stationery	377.00	14.14	391.40	BACS
Zoom	Online meeting platform	23.98	4.80	28.78	CARD
<b>Village Hall</b>					
1&1	Email provider & domain	15.96	3.20	19.16	BACS
Amazon	Individual items - Padlock	16.65	3.33	19.98	CARD
Amazon	Individual items – wire cutters	10.99	2.20	13.19	CARD
Brighter Bills	Mobile Phones	61.31	12.27	73.58	BACS
BT	Phone and broadband	142.35	28.47	170.82	BACS
Crown	Utilities – Gas	100.82	5.05	105.87	BACS
Guardian Legionella and Hygiene	Legionella management	174.50	34.90	209.40	BACS
Hydrochem	Cleaning supplies	135.00	27.00	162.00	BACS
Lemonfresh	Relief cleaning	262.50		262.50	BACS
NSDC	Waste Collection	55.18	11.04	66.22	BACS
PHS	Waste Collection	147.30	29.46	176.76	BACS
RB Wholesale	Cleaning suppliers	98.70	19.74	118.44	BACS



Securetec	Maintenance/ Checks on Emergency Lights, Fire and intruders alarms and CCTV	755.00		755.00	BACS
Waterplus	Water	70.65		70.65	BACS

d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
CCTV cameras – 3 replacements, 1 new	CCTV	640.00		640.00
Conferencing System	Individual items – Parish Council	1125.00		1125.00
Youth Services – youth club provision	New budget area – using CIL?			
Inspect and assess lamp columns – (lamps that are not working within Derry's woodland)	New budget area – using CIL	189.30	37.86	227.16
Alternative To replace the existing, sodium lighting heads to three columns located on the walkway		794.00	158.50	952.80
SLCC Membership for the Clerk	Subscriptions	234.00		234.00

Your Ref:

Fernwood village hall  
 Ruby's Walk  
 Fernwood  
 Newark

Quote Ref: SQ2221

Date: 2/09/21

Dear Marion

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

DESCRIPTON	Cost
<b>CCTV CAMERA:</b> To fit an replace CCTV camera in court yard on the village hall as old one failing digital camera with 8mp and lens of 2.8 mm	135.00
<b>CCTV CAMERA:</b> To fit an replace CCTV camera on the side elevation on the village hall as old one failing. digital camera with 8mp and lens of 2.8 mm	135.00
<b>CCTV CAMERA:</b> To fit an replace CCTV camera on the side of the hall on the path as old one failing. digital camera with 8mp and lens of 2.8 mm	135.00
<b>CCTV CAMERA:</b> To fit and install Addition CCTV camera in the canopy area of the village hall new cables and power supply. digital camera with 8mp and lens of 2.8 mm	235.00
<b>Total</b>	<b>640.00</b>

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

kind regards

Fernwood Village Hall  
Ruby's Walk  
Fernwood  
Newark

Your Ref:

Quote Ref: SQ2192

Date: 2/08/21

Dear Marion

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

DESCRIPTON	Cost
<p><b>Conferencing system:</b> To Supply and fit wall mounted nano pc to projector with 4k hd web cam for conferece room. PC is an intel nuc 8gb ram 240gb solid state drive. Wireless mouse and keyboard also supplied for easy use of the system. The pc will be cabled to projector and speakers and a 4k broadcast web cam will be fitted to the ceiling in accordance with seating arrangements for meeting. All hdmi and other cables are to be run in trunking and hidden out of sight were possible.</p>	£1125.00
<b>Total</b>	£1125.00

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

kind regards



in partnership with



**Nottinghamshire  
County Council**

Marion Fox Goddard  
Parish Clerk  
Fernwood Parish Council  
Email: [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

Reference **Q21-384**  
Date 13/09/2021

Dear Marion

**To Inspect and assess lamp columns – Gilbert Way Fernwood**

Thank you for your enquiry regarding the above works.

Our price is as follows:-

Lump Sum Price Quotation = £189.30 + VAT

Please read our conditions of quotation and payment methods as attached.

If you wish to proceed please email [mick.wood@viaem.co.uk](mailto:mick.wood@viaem.co.uk) and [estimating.team@viaem.co.uk](mailto:estimating.team@viaem.co.uk) to request an invoice. Please **DO NOT** pay until you receive our invoice.

When making payment please use the reference number above otherwise there may be a delay in getting your works programmed.

**Robert Cope**  
Estimator  
**Via East Midlands Ltd**  
Tel: 0115 804 2148  
[robert.cope@viaem.co.uk](mailto:robert.cope@viaem.co.uk)  
[www.viaem.co.uk](http://www.viaem.co.uk)

[www.viaem.co.uk](http://www.viaem.co.uk)  
Tel: 0115 804 2100  
Bilsthorpe Depot,  
Bilsthorpe Business Park,  
Bilsthorpe,  
Nottinghamshire NG22 8ST

Via East Midlands Limited. Registered in England no. 09903246

Date ... 29/07/2021  
Our Ref ... Q2123 Fernwood Parish Council  
Your Ref ... Unadopted Street Lighting

Fernwood Parish Council  
Rubys Avenue  
Fernwood  
Newark  
Nottingham  
NG24 3RS

F.A.O ... Marion Fox Goddard

Dear Marion

Further to your recent valued enquiry, we are pleased to offer our quotation for the above-named Project.

To replace the existing, sodium lighting heads to three columns located on the walkway.  
Fittings to be LED 40 watt Fusion DLNANO40NEMA, complete with photocell.

Total energy used will be 525kwh based on 12 hour/365 days of the year usage, dawn to dusk. This will be approximately half the usage of the existing luminaires.

Please be aware that this installation will be an unmetered supply and you will need to liaise with the REC regarding this and unmetered tariffs.

All work and materials are guaranteed for 12 months from completion.

For the sum of ... £794:00 plus vat

VAT will be added at the time of invoicing.

I trust that the above meets your requirements and please do not hesitate to contact me within the first instance in the event of any query.

Yours Sincerely

my bank | facebook | employees | news | emergency | contact | finance | contact us | local council | fernwood parish council

# Your Membership is due for Renewal

[Click here to renew](#)

## Membership

Member name: Marion Fox Goddard      Member Number: 1001001

## Your Renewal

Membership ID: 236119

Membership type: Full Membership

Membership status: Pending

[Click here to renew](#) ←

start date: 01/10/2021

Cost: £234

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Fernwood Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

26/04/21

and recorded as minute reference:

Item 47 e ii

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

Chairman



Clerk

meo x goldard

www.fernwood-pc.co.uk

## Section 2 – Accounting Statements 2020/21 for

Fernwood Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	118,243	116,643	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	69,507	70,008	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	38,104	226,656	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	46,401	54,145	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	62,810	34,598	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	116,643	324,565	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	116,643	324,565	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	97,826	98,840	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

01/04/2021

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

26/04/21

as recorded in minute reference:

47 e minute reference

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

### Section 3 – External Auditor Report and Certificate 2020/21

In respect of **FERNWOOD PARISH COUNCIL – NT0069**

#### 1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2020/21

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

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

None.

#### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

27/07/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Proposal of establishing of a Youth Provision in Fernwood

## Purpose of the Report

1. This report seeks funding and support from the Parish Council to establish a 15-month pilot for a one-night-a-week Youth Session Term Time with the desire to continue the project after the initial time frame.

## Information

2. There have been several requests to Nottinghamshire County Council Youth Service from asking about the local youth offer in Fernwood.
3. Nottinghamshire County Council Youth Service has been able to undertake some outreach in the area however, the Youth Service has no staffing kit or funding to establish a provision in Fernwood permanently or able to have a permanent outreach session. The nearest Youth Centre run by Nottinghamshire County Council by is Hawtonville Young People Centre, NG244HX.
4. At the beginning of September Cllr Lee, Newark and Sherwood District colleagues from the Housing and ASB team, Fernwood Parish Clerk, and Nottinghamshire County Council Youth Service met to discuss the concerns and complaints received regarding young people in the Fernwood area and to discuss the current youth offer.
5. It was agreed there is a lack of provision for the local young people in the community and as a collective, we have agreed there is a desire to try to establish a youth provision one night a week for young people aged 10 to 19 in an evening.
6. The Young Peoples Service (YPS) has no funding to support the project, however, could be commissioned to provide the infrastructure of a staffing kit and support to develop the provision. This would mean an SLA agreement by all parties would need to be established and clear expectations and outcomes. All parties felt this would be a good solution as there are already safeguarding systems in place, set expectations of workers.
7. Discussion took place on how we could develop young people involved within the community through the Youth Provision, this could be at community events, helping of local projects, and building a sense of belonging.

## Anticipated Benefits of pilot:

8. The shorter and medium-term results of this youth work are hard to demonstrate. If the project was to be funded we could measure:
  - the numbers of young people attending
  - demographics of the young people accessing the provision
  - If any young people have achieved an award or accreditation.

9. Opportunities for young people to be involved in the wider Youth Service offer such as events, and campaigns such as Make Your Mark, giving all young people aged 11-18 in the UK the chance to have a say on the biggest issues facing young people today.
10. One of the cornerstones of Youth Worker is voluntary participation where young people choose to attend and over time, they build trusting relationships with Youth Workers in a safe environment. The Village Hall has a safe space which we could use to run eth session from. A potential benefit would be young people see the Village Hall as a positive space and respect the area and building.
11. The financial benefit investing in young people helps develop their skills, sense of belonging and enables them to be positive members of the community both as a young person and then as an adult.

### **Other Options Considered**

12. If the project was successful and there was a greater need /demand the project could grow by an extra session. For example, Junior session for young people aged 10 to 13 with a separate Senior session 13 to 19.

### **Financial Implications**

13. The costs for the project for 15 months will be £14,486 which includes:
  - A Worker in Charge for 5 hours a week to run a 2.15hrs face to face session
  - 2 Youth Support workers at 2.5hrsTerm time is only in line with Youth Service operating pattern.
14. This includes a
  - A small amount of travel – training course meeting etc.
  - Purchase of a Laptop
  - Purchase of a Mobile
  - Monthly charges for devices
  - Activity program budge
  - The infrastructure of staffing including on costs
  - Recruitment and safer working checks
15. Cllr Lee is willing to pay £1000 per year for 4 years. This will work out for the current proposal of 15 months as £1000 for 2021/22 financial year and £1000 for 2022/23.
16. Sue Miller has been able to identify £1100 in the diversionary funding which can go towards the project. The funding must be spent by end of March 2022.
17. NSDC would look to provide additional funding in the following years but this would be subject to their budget allocations/approvals.
18. The current Shortfall is £11,386.

### **Human Resources Implications**

19. Recruitment and selection will be in line with Nottinghamshire County Council's employment procedures.

20. Recruitment may be challenging as the Worker in Charge post is only 5 hours.

**Implications for Service Users**

21. This proposal aims to positively impact on a significant number of our children and young people in the Fernwood area.

**Recommendation/s**

22. To approve the establishment of a 15-month pilot for a youth provision in Fernwood with a review of the pilot project in December 2022 to see if the provision could be further funded.

Julianne Tring  
North Team Manger  
Youth Service

Mon 26/07/2021 10:52

Dear Sir/Madam

As you will be aware the District Council considered the adoption of a new Code of Conduct at their meeting held on 13 July 2021. The relevant report and attachments are available here <https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=139&MId=564> (Agenda Item No. 17 refers). The unanimous decision of the Council was to adopt the new Code of Conduct as was recommended. This is essentially the Model Member Code of Conduct as published by the Local Government Association (LGA), along with some further obligations which were carried over from the District Council's previous Code.

What has also been published now, is some [supporting guidance](#) as published by the LGA which you may find helpful if you decide to adopt the new Code.

We will contact you further in the Autumn to offer some training to your Members on the new Code if you determine to adopt this.

If you have any questions in the meantime please let us know.

Kind regards.

**Nigel Hill**

**Business Manager – Elections & Democratic Services**

Newark and Sherwood District Council

Working days Monday to Friday

Fernwood Parish Council's current code of conduct can be read here: [attachments.asp \(fernwood-pc.co.uk\)](#)

# **Local Government Association Model Councillor Code of Conduct 2020**

## **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;

b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest

- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

### **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

### **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and

local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

## **2. Bullying, harassment and discrimination**

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **3. Impartiality of officers of the council**

**As a councillor:**

**3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## **4. Confidentiality and access to information**

**As a councillor:**

**4.1 I do not disclose information:**

**a. given to me in confidence by anyone**

**b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**

**i. I have received the consent of a person authorised to give it;**

**ii. I am required by law to do so;**

**iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**

**iv. the disclosure is:**

**1. reasonable and in the public interest; and**



- 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
- 3. I have consulted the Monitoring Officer prior to its release.**

**4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

**5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

**6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

**7.1 I do not misuse council resources.**

**7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers

- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

**As a Councillor:**

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

**As a councillor:**

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

**As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

### **10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in

**Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

### Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as

set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.  
 \* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registerable Interest :</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body</p> <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> <p style="text-align: center;">of which you are a member or in a position of general control or management</p>
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**Appendix C – the Committee on Standards in Public Life**

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.



**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

**Item 128b**

**All GDPR Policies can be read here:** [General Data Protection Regulation - Fernwood Parish Council - Fernwood Parish Council, Fernwood, Newark \(fernwood-pc.co.uk\)](https://www.fernwood-pc.co.uk/General-Data-Protection-Regulation-Fernwood-Parish-Council-Fernwood-Parish-Council-Fernwood-Newark)

# CCTV Policy

Updated on October 21<sup>st</sup> 2020

## 1. Closed Circuit Television Policy

This policy relates to surveillance camera equipment and the gathering, storage, use and disposal of CCTV system recorded data. The Council uses surveillance camera devices for various purposes. These include CCTV systems within Council premises and surrounding area.

Fernwood Parish Council is referred to as 'the Council' throughout this policy. This document should be read in conjunction with the Parish Council's GDPR Policy.

## 2. Definitions

Camera	Any device used as part of a CCTV system.
CCTV	Closed Circuit Television.
CCTV System	Any system or device used by the Council to monitor an area.
Image	Any image captured by a CCTV system
Overwrite Period	The period between an image being recorded and it being automatically deleted from the CCTV system.
Responsible Officer	The Officer with responsibility for CCTV policy and its use throughout the Council.

## 3. Introduction

3.1 Use of cameras and other electronic recording devices in public places has escalated over recent years and the advance of technology has meant that the variety of devices available has expanded. Whilst these perform a useful role in preventing and detecting crime and keeping people and property safe, such use has led to much greater intrusion into the private lives of individuals going about their lawful business. This policy aims to set out standards relating to the use of such equipment that maximises effectiveness whilst at the same time minimises interference with the privacy of individuals whose images are captured by the devices.

3.2 Officers undertaking covert surveillance with or without recording devices must comply with the requirements of the Regulation of Investigatory Powers Act 2000 (RIPA) and the Codes of Practice issued pursuant to that legislation. This policy does not apply to such activities.

## 4. Objectives

4.1 It is important that everyone, and especially those charged with operating the CCTV systems on behalf of the Council, understand exactly why the CCTV system and each camera used as part of a CCTV system has been introduced and what the cameras should and should not be used for.

4.2 Each CCTV system will have its own site or task specific objectives. These could include some or all of the following:

- a) Protecting areas and premises used by Council Officers and the public.
- b) Deterring and detecting crime and anti-social behaviour.
- c) Assisting in the identification of and apprehension of offenders.
- d) Deterring violent or aggressive behaviour towards Council Officers.
- e) Protecting Council property and assets.
- f) Assisting in grievances, formal complaints and investigations.
- h) Surveying buildings for the purpose of maintenance and repair.

4.3 The CCTV system must not be used to monitor the activities of Council Officers or members of the public in the ordinary course of their lawful business. Councillors are not permitted to use the CCTV system to observe the working practices and time keeping of Council Officers.

## 4.4 Objectives

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The cameras will be used for the following purposes:

- to reduce the fear of crime by persons using facilities at Fernwood Village Hall, so they can enter and leave the building and facilities without fear of intimidation by individuals or groups;
- to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- to assist all “emergency services” to carry out their lawful duties.

### Location of CCTV Camera’s owned by Fernwood Parish Council

Camera Number	Location covered	Objective	Signage in place
1	External – Rubys Avenue	To deter and investigate antisocial behaviour around the village hall and car park	Yes
2	External: Village hall patio	To deter and investigate damage in and around the hall.	Yes
3	External: Containers and back carpark	To deter and investigate damage in and around the hall.	Yes
4	Internal: Front door and porch	To deter and investigate damage in the hall.	Yes
5	External: Onestop shop, Ruby’s avenue and first turning into carpark	To deter and investigate antisocial behaviour around the village hall and car park	Yes
6	Internal: Foyer	To deter and investigate damage in the hall.	Yes
7	Internal: Main Hall	To deter and investigate damage in the hall.	Yes
8	External: Garden	To deter and investigate damage around the hall.	Yes
9	Internal: End if main hall, kitchen and bar shutters/hatch	To deter and investigate damage in the hall.	Yes
10	External: Carpark between the nursery and the village hall	To deter and investigate antisocial behaviour around the village hall and car park	Yes
11	Internal: Small Hall	To deter and investigate damage in the hall.	Yes
12	External: Ruby’s Avenue, Vets and Takeaway unit	To deter and investigate antisocial behaviour around the village hall and car park	Yes
13	Internal: Small Hall	To deter and investigate damage in the hall.	Yes
14	External: Carpark and nursery	To deter and investigate antisocial behaviour around the village hall and car park	Yes

## 5. Legislation

5.1 CCTV systems are subject to legislation under:

- a) The General Data Protection Regulation 2018
- b) The Human Rights Act 1998
- c) The Freedom of Information Act 2000
- d) The Regulation of Investigatory Powers Act 2000
- e) The Protection of Freedoms Act 2012
- f) The Criminal Procedures and Investigations Act 1996

## **6. Responsibilities**

The Responsible Officer

6.1 The Responsible Officer (Parish Clerk) is responsible for ensuring all those involved in the use of the CCTV system can view current legislation and guidance relating to the CCTV system.

6.2 The Council will review the CCTV policy annually.

6.3 The day-to-day operational responsibility for the CCTV system rests with the Responsible Officer.

6.5 The Responsible Officer shall ensure that Council Officers involved in the operation of the CCTV system are trained in the use of the equipment and are aware of this policy and the procedures in place to manage CCTV systems at the Council.

6.6 The Responsible Officer should act as the first point of contact for all enquiries relevant to the CCTV system in their premises and should ensure that only authorised council officers are able to operate or view images.

6.7 The Responsible Officer shall investigate any reported misuse of a CCTV system and report it immediately to the Chairman of Council.

6.8 The responsible officer shall report any faults in the CCTV system to the installation company who shall take steps to remedy the fault at the earliest opportunity.

## **7. CCTV Operations**

7.1 Council Officers operating CCTV systems are responsible for operating the equipment in accordance with all requirements set out in current legislation, this policy document, relevant guidelines, codes of practice and local operational manuals.

7.2 Council Officers operating CCTV systems must be familiar with the requirements of information governance.

7.3 Council Officers involved in the use of CCTV systems shall report any misuse to the Responsible Officer and shall co-operate with any investigation by the Responsible Officer. The Responsible Officer shall investigate any reported misuse of a CCTV system and report it immediately to the Chairman.

7.4 Council Officers operating CCTV systems shall be responsible for bringing any equipment faults to the Responsible Officer's attention immediately.

## **8. Purchasing and Deployment of CCTV Cameras**

8.1 It is advisable when purchasing CCTV systems to purchase from suppliers that are registered with the Surveillance Camera Commissioner's Third Party Certification Scheme. Certification enables organisations to demonstrate that they use their CCTV systems transparently, effectively and proportionately.

8.2 Those responsible for introducing and operating CCTV systems must ensure that the use of cameras is proportionate to the intended objective and that individuals' right to privacy is respected at all times. A clear operational objective for the CCTV system must be identified and an assessment on the impact on privacy must be carried out and reviewed each year.

8.3 Care must be taken to ensure that cameras do not capture images or sounds of private spaces such as dwelling houses.

8.4 The Council does not deploy 'dummy' cameras as part of its CCTV systems as these can provide a false sense of security.

8.5 The council does not generally operate cameras that can monitor conversation or be used to talk to individuals as this is seen as an unnecessary invasion of privacy.

## **9. Monitoring**

9.1 The ability to view the CCTV system monitors must be restricted to those authorised to see them.

9.2 Monitoring of CCTV systems where required will only be carried out by persons authorised by the relevant Responsible Officer.

9.3 CCTV will only be subject to the GDPR Act 2018 if the footage captured "relates to living individuals who can be identified" from it.

## **10. Viewing Images**

10.1 The casual viewing or trawling of images or sounds captured by a CCTV system is strictly forbidden. Viewings must only be carried out for a specific, legitimate purpose.

Viewing Requests should be made in a timely manner as the retention period for the Council's CCTV systems in operation is 21 days.

10.2 Under the Freedom of Information Act 2000, people can request access to any recorded information (with certain exemptions) that the Council holds. However, if individuals are capable of being identified from the CCTV system footage then it is personal information about the individual concerned and is unlikely to be disclosed in response to a Freedom of Information request as the requester could potentially use the information for any purpose and the individual concerned is unlikely to expect this. All Freedom of Information requests relating to CCTV system images should be directed to the Council's Responsible Officer.

10.3 On occasions the Council may wish to access images and recordings captured on CCTV systems as part of a legitimate investigation into misuse of the hall, criminal activities, civil claims, potential disciplinary matters, complaints, grievances or health and safety issues. Viewings and images will only be authorised by the Parish Clerk (or Chairman of Fernwood Parish Council if the Clerk is unavailable).

The Request to View Fernwood Parish Council CCTV – staff form must be completed (Appendix 3). The Responsible Officer will log all such requests

10.4 On occasion, Police Officers may request to view images taken from CCTV systems during the investigation of criminal activity. This is acceptable under the GDPR Act 2018. However, the Police Officer making the request must complete the Request to View fernwood Parish Council CCTV (Appendix 2)(available from the Responsible Officer) confirming that the information is needed for the detection or prevention of a specific crime. The form must be completed and signed and returned to the Responsible Officer. The Responsible Officer will log all such requests. Police Officers are not permitted to trawl the Council's CCTV systems on the off chance of detecting a crime.

10.5 Occasionally insurance companies or solicitors will request footage, generally over disputes regarding damage to cars in the car park. As the footage may identify the individual drivers or vehicles involved it is classed as personal information. Copies of personal information can be requested by completing a CCTV Request Form. Ordinarily you are only entitled to information about yourself; however, in certain circumstances it is reasonable to include information about third parties, and this is permitted by the GDPR. Such circumstances may include where a third party has caused damage to you or your vehicle. All such requests must be made through the Parish Clerk and the Request to view Fernwood Parish Council CCTV – Other should be completed and returned to the Responsible Officer. The Responsible Officer will log all such requests and who may need to redact third party information.

10.6 An Access Logbook will be kept and completed to document all viewings of CCTV recordings.

Date of viewing	Authorised by	Viewed by	Why viewing required	Date/Time of recorded information	Copy taken Y/N	Result of access

## **11. Signage**

11.1 All areas where CCTV is in use should be clearly signed. Such signs warn people that they are about to enter an area covered by a CCTV system or to remind them that they are still in an area covered by a CCTV system. Signs will also act as an additional deterrent. CCTV system signs should not be displayed in areas that do not have CCTV cameras.

11.2 Signs should be an appropriate size depending on context. For example, whether they are viewed by pedestrians or car drivers.

11.3 Signs should be more prominent and frequent in areas where people are less likely to expect that they will be monitored by a CCTV system.

11.4 Signs should:

- a) Be clearly visible and readable;
- b) Contain details of the organisation operating the system;
- c) The purpose for using the surveillance system;
- d) Contact details such as a simple website address, telephone number or email address.

## **12. Storage and Retention**

12.1 CCTV system images are stored for 21 days and then overwritten.

12.2 Recorded material will not be sold or used for commercial purposes.

12.3 CCTV systems will be kept secure from unauthorised access.

12.4 All images remain the property and copyright of the Council.

12.5 All images are stored on secure servers.

12.6 Image resolution should be relevant to purpose.

12.7 All media will be confidentially disposed of when no longer needed.

12.8 No CCTV system images will be stored in the Cloud.

12.9 No CCTV system images will ever be published to the Internet.

## **13. Inspections**

13.1 CCTV systems at the Council can be inspected at any time by:

- a) The Responsible Officer.
- b) A Police Officer after completion of the relevant form.

13.2 Spot checks and audits of the Council's CCTV systems will take place sporadically.

## **14. Health and Safety**

14.1 The relevant Responsible Officer should ensure that Officers are made aware of and comply with all Council policies on health and safety, in particular, working with electrical equipment, VDU regulations and working with heights.

## **15. Complaints**

15.1 Any complaints regarding CCTV systems at the Council should be directed to the relevant Responsible Officer. All complaints will be dealt with in accordance with the Council's Complaints Procedure.

**Appendix 1** Checklist for users of limited CCTV systems monitoring small retail and business premises:

This CCTV system and the images produced by it are controlled by Fernwood Parish Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

The Parish Council have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for misuse of the Fernwood Village. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (Date)	By	Due for review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
The problem we are trying to address has been clearly defined and installing cameras is the best solution. The decision should be reviewed on a regular basis.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the signs.			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images			

**Please keep this checklist in a safe place until the date of the next review.**



Appendix 2



**Request to view Fernwood Parish Council CCTV - Police**

<b>Name and badge number of Police officers viewing the CCTV</b>	
<b>Contact details</b>	
<b>Date of viewing (recorded images)</b>	
<b>Date(s) and time(s) being investigated</b>	
<b>Brief description of crime/antisocial behaviour being investigated</b>	
<b>Do you require Fernwood Parish Council to save any footage for viewing/use later? If so, please detail</b>	
<b>Have you taken a copy of any CCTV footage?</b>	

**Signature of Person viewing the footage** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised by (name and signature)** \_\_\_\_\_



**Request to view Fernwood Parish Council CCTV - Staff**

<b>Name and employee viewing the CCTV</b>	
<b>Date of viewing (recorded images)</b>	
<b>Date(s) and time(s) being investigated</b>	
<b>Brief description of misuse being investigated</b>	
<b>Have you taken a copy of any CCTV footage and what will this be used for?</b>	

**Signature of Person viewing the footage** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised by (name and signature)** \_\_\_\_\_

Appendix 4



**Request to view Fernwood Parish Council CCTV - Other**

<b>Name and Business of Person viewing the CCTV</b>	
<b>Contact details</b>	
<b>Date of viewing (recorded images)</b>	
<b>Date(s) and time(s) being investigated</b>	
<b>Brief description of footage being investigated</b>	
<b>Do you require Fernwood Parish Council to save any footage for viewing/use later? If so, please detail</b>	
<b>Have you taken a copy of any CCTV footage?</b>	

**Signature of Person viewing the footage** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised by (name and signature)** \_\_\_\_\_

## Appendix 5 : Signage

### External Signage A3

**WARNING!**

Images are being monitored and recorded for the purpose of crime prevention and public safety.



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE



*Fernwood*  
Parish Council

This scheme is controlled by Fernwood Parish Council.  
For more information, call 01636 613024, email  
clerk@fernwood-pc.co.uk, or visit [www.fernwood-pc.co.uk](http://www.fernwood-pc.co.uk)

### Internal Signage A4



**Please note:**

Images are monitored and recorded to deter and investigate any misuse of the hall.



*Fernwood*  
Parish Council

This scheme is operated by Fernwood Parish Council.  
For more information, call 01636 613024, email  
clerk@fernwood-pc.co.uk or visit [www.fernwood-pc.co.uk](http://www.fernwood-pc.co.uk)

# Prohibition of Sky Lanterns and Helium Balloons on land owned/managed by Fernwood Parish Council

Adopted 16<sup>th</sup> July 2018

## Background

1.1 In 2013 Defra commissioned a report: Sky lanterns and helium balloons: an assessment of impacts on livestock and the environment. A sky lantern is a small hot air balloon made of paper, with an opening at the bottom where a small fire is suspended – sometimes called *sky candles* or *fire balloons*. The report reached the following conclusions.

### 1.2 Risks to livestock and animal health

Anecdotal reports and media coverage suggest widespread concern from farming groups and others over the impacts of sky lanterns on the health and welfare of livestock and horses. However, the evidence reviewed indicates that the number of cases reported each year of animals affected through panic and fright and of ingestion of sky lantern debris is very small.

On the basis of the evidence presented, it is difficult to conclude that the overall impact is anything other than of minor significance.

The main concern regarding helium balloons is in relation to ingestion by animals. Whilst there may again be a significant level of under-reporting, the current evidence indicates that the impact is very small and confined to only isolated incidents.

### 1.3 Fire risk (sky lanterns only)

Incidents in which sky lanterns were said to be directly implicated in starting fires have been reported from a variety of sources, including the Chief Fire Officers Association (CFOA).

Given that any of these individual incidents has the potential to cause significant disruption, loss of property and risk to human and animal life, the project team has concluded that fire risk associated with the use of sky lanterns is significant.

### 1.4 Risks to aviation

The report also highlighted 48 incidents reported to be related to sky lanterns and helium balloons between 2001 and 2012. 40 of these incidents were related to sky lanterns and 8 to helium balloons. CAA guidelines state that sky lanterns should not be released within 10 nautical miles of an airfield.

1.5 The Defra report states that across England, 15 local authorities have applied a voluntary ban on the release of helium balloons from council-owned land.

1.6 Since the above report was published all the local authorities in Wales have now banned helium balloons and sky lanterns and there are now more than 35 local authorities in England that have introduced bans. In many cases, this voluntary ban also includes sky lanterns. These controls are only active on council-owned land (i.e. recreation grounds and parks) and they are described by councils as being purely voluntary bans – they are not able to take legal action against infringements. Under current legislation set out in the Clean Neighbourhoods and

Environment Act (2005) or the Environmental Protection Act (1990), waste from balloons or sky lanterns is not classified as litter and as such, no specific legal action can be taken against releases.

1.7 In November 2017 the Nottinghamshire County Council adopted a policy to ban the use and sale of sky lanterns on land or property owned and/or controlled by the Council. In March 2018, Newark and Sherwood District Council adopted their own policy to ban the use and sale of sky lanterns and helium balloons on land or property owned and/or controlled by the Council.

## **Policy**

**2.1** Fernwood Parish Council bans the use and sale of sky lanterns and helium balloons on land or property owned and/or controlled by the Council.

## **Communication**

3.1 This policy is included in the Terms and Conditions for all regular and ad hoc users.

3.2 Posters detailing this policy to be displayed in the hall at all times.

3.3 Policy to be promoted on the Council's electronic screens.

**From:** REACTED

**Sent:** 14 July 2021 13:46

**To:** Fernwood Parish Council ([office@fernwood-pc.co.uk](mailto:office@fernwood-pc.co.uk)) <[Office@fernwood-pc.co.uk](mailto:Office@fernwood-pc.co.uk)>

**Subject:** Wildlife corridors

Hi Marion, xxx and I saw some Fallow deer in the fields behind Lancaster Grange recently so I have suggestion to put to the next parish council meeting. There is a rectangle of land behind Lancaster grange and the balancing pond which stretches up to the new school playing field probably part of the Industrial estate but looks as though it would be awkward to develop usefully. Could we not acquire/buy it and rewild it as an extension to the meadow and another wildlife corridor. A big ask I know but surely worth looking into?

On Thu, 15 Jul 2021 at 09:08, <[office@fernwood-pc.co.uk](mailto:office@fernwood-pc.co.uk)> wrote:

Good morning,

I hope you are well. I will add your email to the September (20<sup>th</sup>) agenda so the Council can discuss your suggestion. However, I am doubtful that the Parish Council will be able to do this as we have been told by Strawson's who own the land, that as is classed a business land the price tag is £millions. We asked the question a couple of years back when we were trying to find a suitable piece of land for a bigger park.

Best wishes,

Marion Fox Goddard

**From:** REACTED

**Sent:** 15 July 2021 10:44

**To:** Fernwood Parish Council ([office@fernwood-pc.co.uk](mailto:office@fernwood-pc.co.uk)) <[office@fernwood-pc.co.uk](mailto:office@fernwood-pc.co.uk)>

**Subject:** Re: Wildlife corridors

Hi Marion ,I'm well thanks and thanks for putting this forward. I don't Know what the rules are for commercial development regarding wildlife protection but I would have thought the same rules apply as for domestic developments .If it is not then it should be .However my thinking was that the developers might see it as good publicity and maybe donate the land or sell it cheap .It's wishful thinking and a long shot but if you don't ask the question you'll never know. As it is to put any structure behind Lancaster grange they would have to put in an access road which would take up most of that land any way and create commercial access past the school entrance. Can't see that being a good idea.

Regards

**From:** STRAWSONS

**Sent:** 17 March 2020 12:09

**To:** 'Marion Fox Goddard ([clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk))' <[Clerk@Fernwood-PC.co.uk](mailto:Clerk@Fernwood-PC.co.uk)>

**Subject:** RE: Land behind Lancaster Grange

Marion

Sorry for the delay in responding to your request.

I think the first issue is that Newark and Sherwood District Council have allocated all the land to the rear of Lancaster Grange for B1 development which is in essence offices.

So even if we agreed to sell the land to the Parish Council the District Council may still refuse planning consent to change the use of the land to be a park.

However if the District Council were in agreement the value of the land in question would be that of development land which I suspect would be prohibitive for the Parish Council.

If I may suggest I think you might be better approaching the farmer who owns the land immediately south of the Barratts development off Hollowdyke Lane which will not be developed for housing because it is in the flood plain and therefore should be a lot cheaper from the Parish Council's perspective.

**From:** Marion Fox Goddard ([clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)) [<mailto:Clerk@Fernwood-PC.co.uk>]

**Sent:** 06 March 2020 10:41

**To:** STRAWSONS

**Subject:** Land behind Lancaster Grange

Good morning Adrian.

I hope you are well.

The Parish Council has asked me to contact you regarding the piece of land behind Lancaster Grange. Using this area for a park has been suggested. Would you be able to let me know whether you think this would be feasible and if so give an indication of the price and size of the area please?

Best wishes,

Marion Fox Goddard

Parish Clerk

Fernwood Parish Council



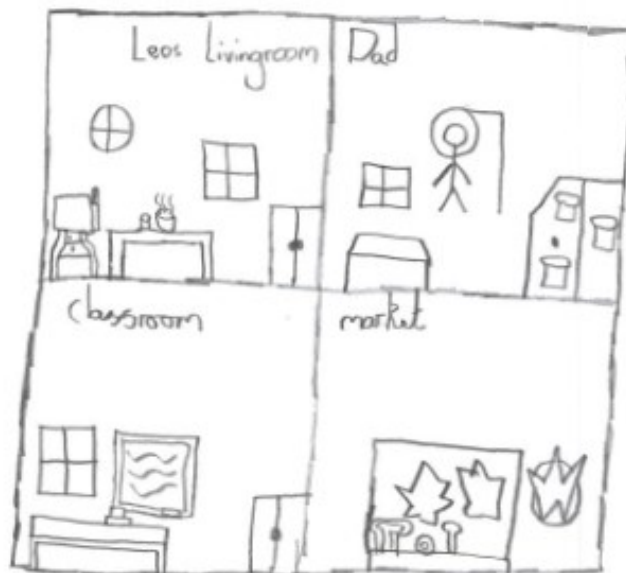
Further thank you letters from the children at Chuter Ede Fernwood can be read here:  
<https://1drv.ms/b/s!AgWro-VC-gOW8QhyKdvEUYjAcWsZ>

To The Parish Council

thank you very much for the funding for our amazing trip to  
 The National Holocaust Centre.

The best part of it was when we got to go in to Leo's  
 Classroom, his living room and the shops and Leo's dolls for  
 work shop we got to see how life was like in Germany in  
 1941 to 1945 and the last room was very cool it contains  
 all the survivors stuff like the suitcases.

Many thanks Harry Y5 Fernwood





# Launch of the Census 2021 outputs consultation

13 July 2021

Last week we wrote to you to tell you about the Census 2021 outputs consultation. This consultation has launched today. It outlines our proposals for the content design and shape of the release plans for Census 2021 outputs.

We're inviting you to take part.

## Why we're consulting

As a result of factors such as the coronavirus (COVID-19) pandemic and Brexit, the UK is facing rapid societal change. More than ever, our priority is to deliver timely and accurate statistics, that enable the understanding of that change to inform decision making and service provision.

The aim of this consultation is to obtain an updated view of your detailed needs for Census 2021 data and analysis, and to understand your priorities. Your feedback will help us to make decisions on the final design of the Census 2021 outputs and analysis for England and Wales.

---

## What we're asking

We're asking for your feedback on the proposals we've outlined in the [Census 2021 outputs: content design and release phase proposals](#) document. We've structured our proposals into sections to help you find the topics that you want to consult on. These include:

- The shape of the outputs and analysis release schedule
- Main changes to variables compared to the 2011 Census
- Proposals for feasibility work to derive new variables
- Population-base specifications
- Taking a census during a period of change
- Paradata, information about how census data was collected and processed

You can find detailed information about the consultation, as well as supporting documentation providing context for the questions we're asking, on [Citizen Space](#), the ONS's consultation platform.

---

## How to take part

The consultation will remain open until midnight on 5 October 2021.

We recommend you respond to the consultation in our online questionnaire.

### [Census 2021 outputs consultation](#)

Other ways of responding are available. For example, you can download a word version of the questionnaire from Citizen Space and email your response to [census.outputs@ons.gov.uk](mailto:census.outputs@ons.gov.uk).

We'll publish our response to users' feedback this winter.

---

## Consultation launch webinar

To support the launch of the consultation, we're hosting a repeated introductory webinar. In each webinar, we will discuss why we are consulting, share what types of questions we are asking and provide a demonstration of how to navigate the online consultation.

The webinar will take place on Microsoft Teams on the following dates:

- 15 July 2021, 12:45-14:00
- 16 July 2021, 12:30-13:45
- 3 August 2021, 11:15-12:30

### [Register on Eventbrite](#)

---

## Contact us

Thank you for your continued interest in, and support for, Census 2021.

If you have any questions about the consultation please contact us, the Census Engagement Team, at [2021census.engagement@ons.gov.uk](mailto:2021census.engagement@ons.gov.uk)

---

On behalf of the Census Engagement Team

Office for National Statistics | Swyddfa Ystadegau Gwladol

[www.ons.gov.uk](http://www.ons.gov.uk) | [@ONS](#)

Keep in touch:

[Register for email updates](#) about the 2021 Census outputs and/or other areas of ONS



Since the correspondence below the construction traffic levels increased significantly so a letter has been sent to Barratt David Wilson Homes and planning enforcement have been made aware of the issues.



Fernwood Parish Council  
 Fernwood Village Hall  
 Rubys Avenue  
 Fernwood  
 NG24 3RS  
 01636 613024  
[clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

Robert Taylor  
 Barratt and David Wilson Homes  
 2 Horizon Place, Mellors Way,  
 Nottingham Business Park,  
 Nottingham  
 NG8 6PY

August 26<sup>th</sup>, 2021

**Re: Construction Traffic accessing your site through Fernwood Central**

Dear Robert,

As you will have seen from the increasing number of emails that I have been sending to you, there seems to be a significant increase in the number of construction lorries coming through Fernwood via Goldstraw Lane or Dale Way, then turning onto Phoenix Lane. We have evidence of certain companies such as Symphony and Aggregate Industries which don't seem to be tackling the issue as their lorries have been spotted more than once. The following table shows reports that I have received so far this year:

Date	Vehicle Complaint
15/02/2021	A Symphony Kitchen lorry just drove into the site via Phoenix Lane.
19/02/2021	HGV with large cable drums
02/03/2021	Big 8-wheel wagon
17/03/2021	Double trailer lorry delivering bricks
09/04/2021	Polypipe lorry
26/04/2021	Double trailer lorry delivering bricks
11/05/2021	Fortera Lorry
29/06/2021	Soil deliveries
16/07/2021	Big freight lorry
27/07/2021	Breedon lorry
27/07/2021	SIG insulation lorry
06/08/2021	Pipe delivery lorry
10/08/2021	Aggregate industries
19/08/2021	Symphony lorry and 2 other lorries
20/08/2021	Timber delivery
23/08/2021	Heavy Plant delivery lorry
26/08/2021	Weaver delivery lorry

I am not sure why this has picked up again and wondered whether you can investigate this? It would be appreciated if a letter could go to all your suppliers to request that they reissue the message to all their drivers visiting your site at Fernwood to use Hollowdyke Lane.

Yours sincerely,

*M Fox Goddard*

Marion Fox Goddard

Parish Clerk and Responsible Financial Officer

Following our meeting and my monitoring visits in 2019/2020 this issue appears to have since been largely resolved for which I am sure Fernwood residents were grateful. Please can this be nipped in the bud as there does appear to be a spike in July/August.

Although it may be the actions of individual contractors it would be the developer that would be issued with an Enforcement Notice. The scale reported on the letter would warrant enforcement action if the consistency continued, but I hope a stern reminder to all contractors will resolve this before that becomes necessary.

Kind regards,

Planner (Enforcement)

Newark and Sherwood District Council

27/7/21

Good morning

Thanks for coming back to me. Yes, I do remind them but to be honest the reports are very low:

3 so far in in July (on one of these BDWH came back and said it wasn't related to their work)

1 in June

1 in May

2 in April

I do keep a log of the complaints including the name of the offender to see if any companies are repeatedly doing this and to keep a track of numbers.

As I've said I do remind them but to crack this, I think I need the evidence. With the report numbers being so low, I thought things had gotten better until I received a message from another resident earlier this month and saw a Facebook post regarding this issue.

Do you agree it had improved or has it always been the same? I did get an officer from planning enforcement to come previously and I will happily request this again if needed. It would be good to have some more evidence if possible.

Best wishes,

MFG

Thanks Marion. The trouble is we seem to be getting an increasing amount of site traffic and its simply not possible to report everything. Are BDW reminded of their responsibility from time to time

On 27 Jul 2021 09:31, [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk) wrote:

Thanks . I've just let my contact know so they can try to ensure this doesn't reoccur.

Best wishes,

MFG

**From:** REDACTED

**Sent:** 27 July 2021 08:28

**To:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

**Subject:** New Builds

Hi Marion

Not quick enough for the camera, but a BREEDON wagon in and out between 0800 and 0825

7/7/21

Dear Parish Council

Yesterday I did an online enquiry with residents to see what concerns they may have .

The biggest thing highlighted was people parking on pavements and a knock on affect to disabled users as well as children in pushchairs.

I had a conversation with district councillor Neil Mision as he's been around a lot longer than me to see what has already been looked at and conversations that may have already been had. Neil stated in the Matt Lamb at the district Council had advised the Parish Council to look at a feasibility study to look up what could be done to resolve the issues of parking on Fernwood .

I'm more than happy to look at this from a county council perspective but think the advice of a feasibility study would make sense .

Yours cllr Johnno Lee

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The countryside charity  
Nottinghamshire

REDACTED

admin@cprenotts.org.uk

14 September 2021

I am writing to you in your capacity as representative of your Parish Council or Parish Meeting.

CPRE believes that the availability of public transport, particularly buses, is an issue of concern to many who live in rural areas; and we are sure that this concern is one that the Parish Councils and Parish Meetings share.

We are asking that you may be prepared to help us in establishing some evidence about the availability of any public transport to the people who live in your Parish. With this letter, we send a short survey questionnaire: and we hope that you will very kindly be prepared to take the trouble to complete it and return it to us at the email or alternative postal address shown. Our purpose in making this request is to undertake a fact-finding exercise; and we shall not cite or regard your Parish response as any kind of support for either CPRE or for any campaigning that we may undertake.

It would be extremely helpful if we could obtain a full picture of public transport provision right across our county and we shall be very grateful for your co-operation, which we hope will not take up too much of your valuable time. Please do feel free to pass on copies of the survey to anyone who may be willing to respond to the survey on their own behalf, as an individual. If you have any questions or concerns, please do not hesitate to contact me.

Yours faithfully

Frederick Cook  
Chair CPRE Nottinghamshire



We want everyone to have genuine, sustainable travel choices, keeping cars off the road and pollution out of the atmosphere. We know that sustainable public transport options can be really lacking in rural areas, and the transport sector currently accounts for the largest share of UK greenhouse gas emissions. That's why we're working hard to advocate for local transport improvements, improving connectivity and reducing loneliness, isolation, and access for everyone.

It would greatly help us if you would kindly complete this short survey about transport where you live (or in your Parish). This will enable us to use factual evidence as the basis of our campaigning.

<p>1) Where do you live?</p> <p><i>If you are responding on behalf of a Parish Council, please state the name of the Parish. Otherwise, please state the name of your village or locality.</i></p>		
<p>2) Do you have a regular public transport service where you live (or in your Parish)? Please tick yes or no. If you are aware of a local community on demand service, please provide brief details including how and when you can access it?</p>	Yes	No

The next question asks about service frequency during weekdays. If you wish to or can add information about the frequency of evening or weekend services, please add a comment below question 3 or just tell us the bus operator and route number.

Tick one box below  
or add any further detail you wish

<p>3) How frequent is that service in each direction through most of the day Mondays to Friday?</p>	More than one an hour	
	About one per hour	
	Less than one per hour	
	Less than two per day	

Tick one box below  
or add any further detail you can, such as bus operator and route number

<p>4) Where is the nearest regular public transport to you (or your Parish)?</p>	More than one mile	
	More than two miles	
	More than five miles	

If you are responding as an individual, please answer the following questions:

<p>5) Would you use a regular public transport service if there was one? Please tick yes or no</p>	Yes	No
--	-----	----

Tick appropriate box below  
or add any further detail you wish

<p>6) For what do / would you primarily use the transport?</p>	Work	
	Recreation	
	Personal errands	
	All the above	
	Other	

7/9/21

Item 129h

Good afternoon,

I can raise this with the Parish Council for you on September 20<sup>th</sup> but I'm afraid we don't have the power to make the developer replace the trees if the plan has been approved by the district council.

Best wishes,

Marion Fox Goddard

Parish Clerk

Fernwood Parish Council

Email: [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

Tel: 01636 613024



**From:** REDACTED

**Sent:** 03 September 2021 11:11

**To:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

**Subject:** Re: Trees being cut down

Good morning,

Thank you for your email and thank you for looking into this for me, however I am still uncomfortable with the lack of privacy this building plan will leave for me and my family.

I am not comfortable with having someone else's garden backed right up against our fence, with their windows looking right into our backyard and balcony. This is a complete invasion of privacy which I would have never consented to if I was made aware of this.

Because of this I still expect trees/bushes/greenery to replace the fallen trees. As you can see in the photographs and videos attached, this development completely disregards the privacy of the residents down pond close - and we are furious about not being consulted beforehand.

Thank you,

Kind regards,

REDACTED

On Fri, 3 Sep 2021 at 09:01, <[clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)> wrote:

Good morning,

As detailed in my previous email, I wrote to NSDC to see what could be done about this. They have come back with the following response:

Hi Marion

The 'reserved matters' element of this part of Greater Fernwood has been approved under application reference 20/01306/RMAM, though amendments to the scheme are currently being considered under 21/01256/RMAM but do not look to amend landscaping in the Pond Close area.

From the plans I read that the tree belt was always due to be removed to facilitate this area of housing and this is indicated on plans submitted to us since 2014 (potentially earlier), as the new plots (as shown in the attached landscaping plan for this area) effectively sit on where the tree belt was (for context plots D420-423 are behind Pond Close on the attached).

In planning terms, trees and hedges were not permitted to be removed until the 1<sup>st</sup> September following bird nesting season, which appears to have been complied with if they came down yesterday. If there are concerns that a wildlife crime has occurred as birds were continuing to nest this needs to be reported to Nottinghamshire Police wildlife officers.

Kind regards,

Planner (Enforcement)

I am sorry that I haven't been able to get better news for you. If you have any queries, please let me know.

Best wishes,

Marion Fox Goddard

Parish Clerk

**From:** REDACTED

**Sent:** 01 September 2021 16:24

**To:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

**Subject:** Trees being cut down

Hello,

I am writing to the council today on behalf of my family and my neighbours, to report the unapproved demolishing of the strip of trees along the fence of our back gardens that have been cut down today. It is important to respect one another's privacy and security, and only those strip of trees maintained that.

Now they are gone, our low back garden fences fully expose our houses, gardens and balcony's. We are upset and appalled; my family, my neighbours or myself never approved or consented to this, we now feel uncomfortable and exposed with no trees behind our fences.

Being a new family to the area, we would never have moved and brought the house if it didn't have privacy in the back garden, now that privacy has been taken away, I will hold the council and construction business fully responsible for not consulting with residents beforehand, if this problem is not dealt with swiftly.

Those trees were also home to nesting birds, who's nests have now been destroyed.

The environmentalists should be contacted immediately about this, and I expect replacement trees/bushes/plants to be planted as soon as possible, as demolishing these trees is in total violation of my, my family and my neighbours privacy, we are appalled that the council did not contact us beforehand about this matter.

Thank you,

Kind regards,

REDACTED

Castle House  
Great North Road  
Newark  
Nottinghamshire  
NG24 1BY

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)  
7<sup>th</sup> September 2021

Dear Sir/Madam

**Review of Statement of Gambling Principles for the Gambling Act 2005**

Under the Gambling Act 2005 Newark & Sherwood District Council is required to have a Statement of Principles relating to its duties under that Act. The Council is also required to review that policy as necessary every three years.

The Council is now consulting on its proposed Statement of Gambling Principles which must be completed in time to allow the Council to adopt it by 31<sup>st</sup> January 2022.

A draft of the revised policy is available on the Council's website: [Review of Statement of Gambling Principles | Newark & Sherwood District Council \(newark-sherwooddc.gov.uk\)](http://www.newark-sherwooddc.gov.uk) and from the Council on request.

The changes to this edition are limited, however, to ensure that consultees to identify any changes these are shown in red on the draft. Text that is brackets are words to be deleted from the policy.

Comments can be made by e-mail to [request@nsdc.info](mailto:request@nsdc.info) or posted to:

Licensing – Public Protection  
Newark & Sherwood District Council  
Castle House,  
Great North Road  
Newark  
NG24 1BY

The consultation period began on 7<sup>th</sup> September 2021 and the closing date for responses is 12<sup>th</sup> October 2021.

We would like to thank you for taking part in the consultation process and I look forward to receiving your comments in due course.

Yours faithfully

**Alan Batty**  
**Business Manager Public Protection**

## Correspondence regarding delivery lorries turning left onto Ruby's Avenue (from Plum Way)

1 May 2021 at 17:53 1 May 2021, 17:53

Can a sign (or bigger/clearer sign) be put up at the junction of Plum Way and Ruby's Walk so that delivery lorries know to turn right to OneStop not left?? Getting tired of the number of big lorries turning left onto Ruby's Avenue and getting stuck as the green isn't big enough for them to go around. The verges around the green are destroyed where lorries have to go over them to reverse back around

5 May 2021, 08:45

Good morning Matthew, We requested this from NCC last year and they said no as too much signage is 'clutter'. I will raise this with the Parish Council again at their meeting on 17/5. Best wishes, Marion

Thanks

8 Jun 2021, 12:21

Good afternoon Matthew, Apologies for taking so long to get back to you after the Parish Council meeting. The Council discussed this and agreed that we need evidence of the issue to take to NCC to have a better chance of getting them to change their mind on having a sign there. With this in mind, would it be possible for you to keep a log of lorries coming down the wrong way please, ideally with photos? With this, I think we would be in a better position. Please let me know whether you would be prepared to do this. I would hope a month or two's worth sightings/photos showing the issue may help. Best wishes, Marion

Ok will try thanks

Write a reply...

Examples sent by this resident can be viewed in the link below

<https://1drv.ms/u/s!AgWro-VC-gOW8yfB8ABkb2sQrQas?e=iF7RGZ>