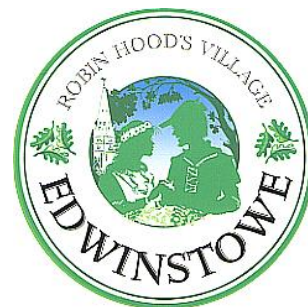


# Edwinstowe Parish Council

*Working to make a difference*

**Parish Clerk - Alice Dunn**



Minutes of the Annual General Meeting of the Parish Council held on Wednesday 8<sup>th</sup> May 2024 in the Council Chambers, Village Hall, Edwinstowe.

Present: - Cllrs Parkin (Chair), J Peck (Vice-Chair), Brooks, Callieu, Freeman, K Peck, Steele, Troop, Watkinson

Apologies: - Cllrs Ayre and Peacock

3 Members of the Public

## **MINUTES**

Meeting opened by the Chairman.

- 24/001** To elect a Chairman for the ensuing year  
Cllr Freeman nominated Cllr Parkin, Cllr Brooks seconded  
Approved unanimously
- 24/002** To receive the Chairman's Declaration of Acceptance of Office  
Cllr Parkin signed the declaration, witnessed by the Clerk
- 24/003** To elect a Vice Chairman for the ensuing year  
Cllr Troop nominated Cllr J Peck, Cllr Watkinson seconded  
Approved unanimously
- 24/004** To receive the Vice Chairman's Declaration of Acceptance of Office  
Cllr J Peck signed the declaration, witnessed by the Clerk
- 24/005** Councillors Register of Members Interest Form  
None required
- 24/006** To appoint Chairs / representatives onto Sub Committees, Committees and Organisations

N.B. Working Groups & Sub Committees are closed meetings with no decision-making powers; Committees are public meetings with the ability to make decisions. (Working Groups & Sub Committees can include non-council members.)

The following committee representatives were unanimously approved.

<b>COMMITTEE</b>	<b>COUNCILLOR</b>
Finance & Governance Committee	Cllr J Peck (Chair) Cllr Ayre Cllr Brooks Cllr Callieu Cllr Peacock Cllr Steele
Human Resources Committee	Cllr Freeman (Chair) Cllr Ayre Cllr K Peck Cllr Steele Cllr Watkinson
Events Committee	Cllr K Peck (Chair) Cllr J Peck Cllr Steele Cllr Troop Cllr Watkinson
Village Hall Committee	Cllr Brooks Cllr K Peck
Sherwood Forest Trust	Cllr J Peck (not as a representative of the Parish Council)
Sherwood Education Partnership	Cllr Freeman
H&S Representatives	Cllr Freeman Cllr Callieu
Cemetery Working Group	Cllr Ayre Cllr Callieu Cllr K Peck Cllr Troop Jason Bond/Duncan Hancock
Allotment Working Group	Cllr Brooks Cllr Troop Cllr Watkinson John Barlow Eileen Cormack Debbie Holliday Andy Scott
S106 Working Group	Cllr Parkin D/Cllr Brooks D/Cllr Freeman D/Cllr Peacock Andy Hardy (N&SDC) Cameron Sanderson (Harworth Estates) Steve Lewis-Roberts (Pegasus Group)
Village Hall Renovation Project	Cllr Parkin Cllr Callieu Cllr J Peck

**24/007**

To formally approve the following policies and procedures

- Business Continuity Plan
- Cemetery Regulations
- Complaints Procedure
- Councillor Code of Conduct
- Financial Regulations
- GDPR
- Health & Safety Policy
- Model Publication Scheme
- Play Area Inspections
- Press & Media Policy
- Procurement Policy
- Reserves Policy
- Risk Assessment Policy
- Risk Management Policy
- Scheme of Delegation
- Standing Orders

The Financial Regulations have recently been revised by NALC. All other policies were approved unanimously. Financial Regulations to be personalised and brought back to future meeting.

Clerk to circulate Financial Regulations to Finance & Governance Committee.

- HR Policies (as approved by HR Committee)
  - Absence Policy
  - Annual Leave Policy
  - Bullying & Harassment Policy
  - Disciplinary Procedure
  - Employee Appraisal & Review Policy & Record
  - Employee Conduct
  - Equal Opportunities
  - Equality & Diversity
  - Flexible Working Policy
  - Gifts & Hospitality
  - Grievance Procedure
  - Lone Working Policy
  - Parental Leave Policy
  - Public Complaints Procedure
  - Recruitment & Selection Policy
  - Sickness Absence Policy
  - Training & Development Policy

HR policies were approved unanimously.

Meeting closed at 1926hrs

# Edwinstowe Parish Council

*Working to make a difference*

Tel: (01623) 824243  
email – [info@edwinstowe.co.uk](mailto:info@edwinstowe.co.uk)



Minutes of the Full Council Meeting of the full council held on Wednesday 8<sup>th</sup> May 2024, immediately following the Annual General Meeting in the Council Chambers, Village Hall, Mansfield Road, Edwinstowe.

## MINUTES

- 24/008 Welcome by the Chair**  
The Chair opened the meeting and read a tribute to the late Linda George followed by a moment of reflection.
- 24/009 Receive Apologies and Reasons for Absence**  
Reasons were approved unanimously
- 24/010 Disclosures of Interests by Members**  
None
- 24/011 Approve Minutes of the Full Council Meeting held on Wednesday 10<sup>th</sup> April 2024** – previously circulated.  
Minutes were approved and signed by the Chair.
- 24/012 Matters Arising** – not on the agenda  
None
- 24/013 Public Participation. Standing Orders will be suspended for the duration of this agenda item.**  
None
- 24/014 To receive questions from councillors.**  
None
- 24/015 To receive draft minutes and reports from committees, sub-committees and working groups.**
- i. HR Committee (to be moved to confidential)
  - ii. S106 Working Group Meeting  
Applications are being received for both the small and large grants.
  - iii. Shop Edwinstowe Group  
Very positive meeting organised by N&SDC.

## **Parks & Open Spaces**

- i. Fourth Avenue Play Area – new equipment  
Two quotes have now been received. Clerk to circulate quotes for comments – to be received by 13.05.24.

Authority was delegated to the Chair to notify the successful company to proceed with the works once the deadline for comments had expired. Approved unanimously.

- ii. Jubilee Park – Multi Use Games Area  
Harworth Group will be installing a Multi-Use Games Area at Thoresby Vale. After a discussion it was agreed to get more detail from Harworth about their plans and bring back to future meeting for consideration.
- iii. Winding Wheel  
Harworth Group would like to install one of the Winding Wheels at the highest point of the country park (in time for the opening event on 23<sup>rd</sup> June 2024). All councillors were in support of the proposal. Clerk to inform Harworth.
- iv. Village Car Parks  
All 3 village car parks now have a 2-hour FREE parking limit. People who work/live on the High Street can purchase a permit from the Parish Council (subject to eligibility). Permit money received will be used to offset ongoing car park expenditure and maintenance costs.
- v. Allotment
  - Vacant Plots & Waiting List  
There are currently several vacant plots at the Royal Oak Court site. It was agreed to put an article in the magazine and on FaceBook to advertise vacant plots.
  - Potholes  
Clerk to cost better material and method to fill potholes.
  - Hedge at Entrance  
Clerk to write to new homeowner.
  - The water pressure is not good at the top of the allotments.  
Clerk to look at options to improve the water pressure.
  - Noticeboards to be updated and new signs to be produced.
  - Cllrs Brooks, Parkin, Troop and Watkinson to arrange a site visit.
  - Meeting with all Allotment Holders to be arranged for June.
  - Allotment Working Group meeting scheduled for 24<sup>th</sup> July 2024.

- vi. John Benson Pavillion – Solar Update  
The remedial works are now complete and all paperwork has now been received.
- vii. Church Street Crossing – Update  
Cllr Troop is working through a list of actions.

**24/017**

**Buildings & Facilities**

- i. Electric Supply to Cemetery Shed  
Three quotes have been received; the preferred quote is option one. Clerk/Chair to submit a s106 application to the working group for consideration. Agenda future meeting.
- ii. Village Hall  
A quote has been received and requires further refining as some works have already taken place. Clerk and the Chair to refine quote and submit a funding application to s106 Working Group.
- iii. Mansfield Road Toilets  
Ongoing – need to decide whether to close the toilets permanently (they have been closed for 4 years) or reopen. Agenda item for future meeting.
- iv. Defibrillator Update  
Clerk to contact Defibrillator Trainer to arrange training.

**24/018**

**Finance & Governance Matters**

- i. Approval of April Income and Expenditure and Reserve Accounts  
Approved unanimously
- ii. Approval of Internal Audit for 2023.24 – previously circulated with agenda for consideration and review
- iii. Approval of Annual Governance Statement 2023.24 – previously circulated with agenda for consideration and review
- iv. Approval of Accounting Statements 2023.24 – previously circulated with agenda for consideration and review  
Agenda items ii-iv were approved unanimously.

Clerk to send paperwork to auditors and to display documents in noticeboards and website.

- v. Notice of Formal Inspection of End of Year Accounts 2023.24 – Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024 – noted
- vi. Bills for Payment
- vii. Late Bills for Payment  
Agenda items vi and vii were approved unanimously. Clerk to make payments.
- viii. Emergency Plan Update  
Cllr Troop and the Clerk are currently working through this document.

**24/019 Correspondence**

None

**24/020 Planning Matters**

**Applications**

24/00696/DISCON Request for confirmation of discharge of conditions 01 (Management Plan Highways), 03 (Traffic Regulation Order), 04 (Drainage Scheme), 06 (Sheds) and 08 (Landscaping) attached to planning permission 22/01934/RMAM; Application for the approval of reserved matters - Phase 5 Barratt Homes 93 No. dwellings (internal access, landscaping, layout, scale, appearance) pursuant to outline planning permission 16/02173/OUTM Thoresby Vale Enabling Works Ollerton Road  
No objection

24/00652/DISCON Request for confirmation of discharge of condition 02 (Phasing), 16 (Lighting), 19 (Ventilation), 25 (Voies) and 33 (Path to be provided) attached to planning permission 20/02448/S73M; Application for variation of conditions 1, 2, 5, 15 and 34 attached to planning permission 19/00375/FULM Variation of plans due to revised proposals for Edwinstowe House Car Park Layout and South Site Housing Layout Edwinstowe House Centre For Business Excellence High Street Edwinstowe  
No objection

24/00651/ADV Erection of illuminated and non-illuminated signs to the exterior of the building Black Swan High Street Edwinstowe NG21 9QR  
No objection

24/00409/DISCON Request for confirmation of discharge of conditions attached to planning permission 16/02173/Thoresby Vale Enabling Works Ollerton Road Edwinstowe  
No objection

**Decisions**

NONE

**24/021 Report from County Councillor**

C/Cllr not in attendance, no report submitted.

Clerk to contact C/Cllr Carlton, NCC/VIA as a matter of urgency concerning the Christmas lights.

**24/022 Report from District Councillors**

D/Cllrs Brooks and Peacock visited Edwinstowe's council properties with N&SDC officers. Most are in good condition and looked after well.

D/Cllr Freeman reported on the new system at planning committee. The conservation officer has been promoted. D/Cllr Freeman will arrange a visit with the new conservation officer.

**24/023 Confidential Minutes saved separately**

**24/024 Date of Next Meetings –**

**Full Council – Wednesday 12<sup>th</sup> June 2024**

**Events Committee – Wednesday 12<sup>th</sup> June 2024**

**HR Committee – Wednesday 19<sup>th</sup> June 2024**

**Cemetery Working Group – Wednesday 26<sup>th</sup> June 2024**

Meeting closed 2110hrs