



**MINUTES OF THE PARISH COUNCIL MEETING OF  
BLIDWORTH PARISH COUNCIL  
held at Blidworth Library, New Lane, Blidworth, Notts, NG21 0PW  
on Thursday 19<sup>th</sup> September 2024 commencing at 7.00pm**

Present: Councillors: E Litchfield, K Marlow, K Hickenbottom, C Walsh, C Dear, G Fisher,  
H Catling, T Smith

Apologies: T Duffy, C Williams and W Bates  
Clerk: C Brettell  
Members of the Public: 2 and PCSO T Stokes

Abbreviations: NCC – Nottinghamshire County Council  
NSDC – Newark and Sherwood District Council

**Action by**

- 24/55 To receive - Declaration of interests both pecuniary and non-pecuniary and applications for dispensation on items listed on the agenda**  
None
- 24/56 To receive - Apologies for absence given to the Clerk**  
Apologies were received and noted from Cllrs Duffy, Williams and Bates
- 24/57** To determine which items of the agenda, if any, should be taken with the public excluded. If the Council decides to exclude the public, it will be moved to 24/68 and a resolution passed in order to discuss the item.  
It was **resolved** to move Agenda item 24/63.2 to confidential
- 24/58 To receive and approve –**  
**Minutes of the meeting held on the 18<sup>th</sup> July 2024** (Appendix 1)  
**Minutes of the Extraordinary Meeting held on the 8<sup>th</sup> August 2024** (Appendix 2)  
**Minutes of the HR and Employment Committee meeting held on the 27<sup>th</sup> August 2024** (Appendix 3)  
Following several amendments, it was **resolved** that the minutes of the meeting held on the 18<sup>th</sup> July 2024 and 8<sup>th</sup> August 2024 be accepted as an accurate record.  
It was also noted that the recording of the meeting by the locum Clerk on the 18<sup>th</sup> July had been deleted.  
  
It was further **resolved** to approve the minutes of the of the HR and Employment Committee meeting held on the 27<sup>th</sup> August 2024  
  
The Chair asked if anyone was recording the meeting to make themselves known.  
It was noted that no one was recording.
- 24/59 To note – updates on matters arising from the minutes if not already on the Agenda** (no decisions can be made) **and to update on the Actions and Decisions log** (Appendix 4)  
All relevant items are on the agenda. The Action log was not updated.

**24/60 To receive Representations (no more than 5 minutes)**

60.1 Public Participation

None

60.2 Reports from District and County Council Representatives on Matters of a direct relevance to Blidworth Parishioners

Cllr Smith provided an update for members - The footpath on Marriott Lane is now open. Cllr Smith updated members that both Cllr Duffy and himself had spoken at the Planning meeting at NSDC and put the views of residents clearly over. However, the Dale Lane Planning had been approved. He thanked Cllr Duffy for doing this.

Cllr Walsh also thanked Cllrs Duffy and Smith for their input and representation for this.

60.3 Police Report

PCSO T Stokes provided an update. There is a homeless person outside Tesco but this is being monitored.

PC Napier will not be back in the village for a while.

**24/61 To Discuss/Update on Highway Issues in the Village** (if not already covered in District and County Council reports)

Nothing to report

**24/62 Financial Matters**

To receive and approve accounts and financial information:

62.1 Analysis of Payments – July and August 2024 (Appendix 5)

62.2 Analysis of Receipts – July and August 2024 (Appendix 6)

62.3 Bank Reconciliation Statement as at 31<sup>st</sup> July and 31<sup>st</sup> August 2024 (Appendix 7)

62.4 To authorise schedule of payments for September and August retrospectively (Appendix 8)

The Chair checked the bank reconciliation figures with the bank statements.

It was **resolved** to accept and approve the financial information as per items 62.1 – 62.3 and to authorise payments for September and August (retrospectively) including 2 additional payments of Cllr expenses £62.11 and the purchase of Body cameras £624.00.

62.5 To note – Conclusion of External Audit and publication of documents

The external audit had come back satisfactory and the Clerk had published the documents on the Parish Council website and on the notice board.

62.6 To agree Unity Trust bank authorisation levels for Chair and Vice Chair in the absence of a Clerk/RFO

It was **resolved** for the Chair and Vice Chair in the absence of a Clerk/RFO to have full access and authorisation to the Unity Trust bank account.

**24/63 Business**

63.1 To update – village trail and information lectern and to sign the lease for the land in front of the library where lectern will be situated (Appendix 9)

The Clerk provided an update that the Lectern was on order, and was awaiting the artwork to be checked and confirmed with Fitzpatrick Woolmer.

The lease for the land with NSDC was then agreed and signed by the Chair.

63.2 To approve - Lone Worker Policy and incident reporting procedure (Appendix 10)  
It was **resolved** to move this item to Confidential.

63.3 To agree – Dog waste bin to be situated near New Lane Development  
Cllr Catling discussed the need for a bin in this area due to the amount of dog owners on the new development.

The Clerk to contact NSDC for a recommended position and quotation for the installation for a new bin along with a quotation and to replace the bin at Marlew Close **Clerk**

63.4 To agree – Renewal of Parish Council Insurance with Gallagher (Appendix 11)

It was **resolved** to renew the parish Council insurance at a cost of £ 2457.69

63.5 To discuss and agree – provision for additional Christmas lights  
It was agreed for Cllrs Marlow and Dear to work with AW Fencing to bring a quotation back to Council for agreement. **Cllrs Dear/Marlow**

63.6 To agree – purchase of mobile phone for Parish Groundsman, along with safety app for the Clerk and Groundsman

It was **resolved** to spend up to £15 per month and to purchase a mobile phone at a cost of up to £100 with a £10 per month pay as you go sim card  
Cllr Walsh to bring a proposal to the next Parish Council meeting **Cllr Walsh**

63.7 To discuss – Condition of entrance in Sherwood Park from Sherwood Avenue and to provide solutions  
The Parks and Open Spaces Working Party to look into this further and bring back to a future meeting. **Parks and Open Spaces WP**

63.8 To agree - Provision for winter grit, as emailed out to Parish Councillors 10<sup>th</sup> September 24

It was **resolved** to have the 5 free bags of grit, delivered to the Parish Workshop. The Clerk to order this. **Clerk**

63.9 To update – Parish Councillor email addresses and website  
Cllr Walsh provided an update, and will produce costings to upgrade to .gov domain and email accounts for December to be included in the budget. **Cllr Walsh**

#### **24/64 Updates from working party leads:**

64.1 Comms/Marketing/Events – A successful Summer gala had been held. The Christmas light Switch is to be held on Saturday 23<sup>rd</sup> November at Blidworth Library and Remembrance Sunday is the 11<sup>th</sup> November. The War memorial will need to be tidied up in advance of this.

64.2 Village Planting – A meeting to be held to arrange the planting in particular the War Memorial

64.3 Parks and Open Spaces – A meeting to be arranged to look at the Park entrance and other items raised

64.4 Finance – A meeting to be arranged for November in order to prepare for the budget

## 24/65 Planning Applications

To receive, and where appropriate comment on planning applications received:

**None**

## Planning Decisions

The following Planning decisions have been made (full details emailed out to Councillors):

**Town and Country Planning Act 1990  
The Town and Country Planning (Development Management Procedure) (England)  
Order 2015 (as amended)**

<b>Application for:</b>	Planning Permission
<b>Application No:</b>	23/02259/HOUSE
<b>Applicant:</b>	Mr M Lee
<b>Agent:</b>	Mr Alex Spencer-Mills
<b>Proposal:</b>	First floor extension to create en-suite/dressing room to master bedroom
<b>Site Address:</b>	High Park Farm Cross Lane Blidworth NG21 0LX

Newark and Sherwood District Council as Local Planning Authority in pursuance of their powers under the said legislation **Refuse Planning Permission** for the development described in the above

**Town and Country Planning Act 1990  
The Town and Country Planning (Development Management Procedure) (England)  
Order 2015 (as amended)**

<b>Application for:</b>	Planning Permission
<b>Application No:</b>	24/01067/HOUSE
<b>Applicant:</b>	Mr Nick Taylor
<b>Agent:</b>	Mr Gareth Christian
<b>Proposal:</b>	Proposed detached garage.
<b>Site Address:</b>	7 Hillside Road Blidworth NG21 0TR

Newark and Sherwood District Council as Local Planning Authority in pursuance of their powers under the said legislation **Grant Planning Permission** for the development described in the above application,  
**Noted**

## 24/66 To note – Correspondence received

All relevant correspondence sent out via email

**24/67 To note – The date of the next Parish Council Meeting – 17<sup>th</sup> October 2024** at Blidworth Library

**To note – Upcoming Parish Councillor surgery session – Saturday 28th September** at Blidworth Library

A 15 minute comfort break was held

**24/68 Exclusion of Public (Confidential Items)**

*In accordance with Public Bodies (admission to meetings) Act 1960 section 1(2) the Council exclude the public and press from the meeting by reason of the confidential nature of the business to be transacted.*

**68.1 HR update – Staff working arrangements**

Cllr Catling updated members that the Clerks last day is the 30<sup>th</sup> September 2024 and she would be working remotely until then.

The Groundsman's return to work was discussed, and the grass cutting in the village before that can be done.

It was **resolved** if NSDC have not cut the grass by the 27<sup>th</sup> September then the Chair and Vice Chair to ask Forest Farm Trees to go ahead with cutting the grass at the Parks as per their quotation.

**68.2 To agree - recruitment of Clerk/RFO following their resignation, and to receive recommendations from the HR and Employment Committee (meeting held 12<sup>th</sup> September 24)**

Cllr Catling updated members that the HR and Employment Committee had decided to have a locum and to recruit a replacement Clerk/RFO in the new year.

The Chair said he would contact NALC to arrange a locum in the interim. He further suggested the possibility of an admin assistant to run the day to day activities and a Clerk to meet the legal requirements. This to be looked at in further detail.

**68.3 To delegate power to the HR and Employment Committee to advertise and recruit for the post**

It was **resolved** to delegate power to the HR and Employment Committee to advertise and recruit for the locum Clerk and a replacement Clerk/RFO as necessary

**68.4 To agree - Line management of the Groundsman in the absence of a Clerk/RFO**

It was **resolved** for Cllr Catling (Chair of the HR and Employment Committee) to be the line Manager for the Groundman and in her absence the Chair of the Parish Council. This to be in place until a replacement Clerk/RFO is found.

**63.2 To approve - Lone Worker Policy and incident reporting procedure (Appendix 10)**

It was **resolved** to adopt the Lone Worker Policy as per the recommendations

Meeting closed at 8.44pm

Signed as a true record: \_\_\_\_\_ Date: \_\_\_\_\_