Minutes of the Annual Meeting held on the 12th May 2025 at Burton Court Bilsthorpe

Present: **Cllrs; Ross Stoneman (Opening Chairman), Steve Kemp (Opening Vice Chairman), Brian Jackson, Cris Cooper, Bryan Stanley, Keith McAdam, Dawn Spence, Doug Mincher, Alan Ward and Brian Costello. Clerk & RFO- Vikki Arkell**

25.1 Apologies for absence
None

Business relating to the Annual Meeting of the Prish Council
25.2 To elect a Chair of the Council and to receive the Chair's declaration of acceptance
Cllr Stoneman stated he would be stepping down as Chairman. Cllr Stoneman nominated Cllr Kemp as Chairman and was seconded by Cllr Spence, Cllr Stoneman asked for further nominations for the position of Chairman. No further nominations were made. The Council resolved to appoint Cllr Kemp as Chairman.

Cllr Kemp signed the declaration of acceptance and took over as Chairman of the meeting

25.3 To elect a Vice Chair of the Council
Cllr Kemp asked for nominations for the position of Vice Chairman. Cllr Mincher was nominated by Cllr Kemp and seconded by Cllr Stoneman. Cllr Cooper nominated Cllr Stanley and was seconded by Cllr Spence.
The Council resolved to appoint Cllr Stanley as Vice Chairman.

25.4 To approve the minutes of the meeting held on the 14th April 2025
The Council resolved to accept the minutes as accurate.

25.5 Review of delegation arrangements to committees, sub-committees, staff and other local authorities
The Council noted the delegations listed within the standing orders and financial regulations, the Council were satisfied with the current arrangements.

25.6 Confirmation and appointment of members to existing committees, working parties and delegated responsibility group.
The Council discussed that most groups had only been formed recently due to the addition of new Councillors. The Council resolved for all groups to stay the same for the next financial year:
Committees:
Personnel – RS, DM, SK
Finance – SK, BC, DS, DM

Working parties (or task groups)
Village Hall – CC, KM, DS
Community Hub – RS, SK, KM, BJ, DM (and RH)
Remembrance – CC, BC, BS
Emergency Plan – BS, SK, RS

Delegated responsibility groups:

Parks – BS, KM, BJ
CCTV - SK
Defibrillators – AW

25.7 Appointment of any new committees
No new Committees were formed.

25.8 To confirm the arrangements for the review of the terms of reference for committees and working parties.
The Clerk suggested that as all groups review/create their own TOR for the June or July meeting. The Council requested for the Clerk to send out current copies and examples to each group.

25.9 Confirmation of arrangements for insurance cover in respect of all insurable risks
The Council noted the insurance cover and resolved it to be adequate.

25.10 Review of the Council's subscriptions to other bodies
a. NALC – National Association of Local Councils
b. RCAN – Rural Communities Action Nottinghamshire
c. ICO – Information Commissioners Office
The Council resolved to remain subscribed to these bodies for the next financial year but to review both NALC and RCAN before the re subscription period.

25.11 Review of the following documents:
a. Standing Orders
The Council reviewed changes to page 8 which allows the polices to be reviewed on a staggered schedule throughout the year, over 2 years. The Council resolved to adopt the Standing Orders with the changes presented.
b. Financial Regulations
The Council resolved to readopt the Financial Regulations with no changes.
c. Complaints procedure
The Council resolved to readopt the Complaints procedure with no changes.
d. Freedom of information policy
The Council resolved to readopt the Freedom of Information policy with no changes.
e. Data Protection policy
The Council resolved to adopt the redrafted Data Protection policy.
f. Press and Media policy
The Council resolved that this policy was not necessary at present as all social media is handled by the Clerk.
g. Employment Policies and Procedures
The Council resolved to readopt all employment policies with no changes.
h. Asset Register
The Council noted the asset register with no changes required.

25.12 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
The Council made no expenditure under GPC in 24/25.

25.13 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
The Council reviewed the schedule of Council meeting and resolved to keep the meetings at 6:30 on the second Monday of every month and the Annual meeting to be held on Monday the 11th of May 2026.

Other matters concerning the Parish

25.14 Declarations of pecuniary and/or personal interest

Cllr Stanley declared an interest in 25.20 as his company was one of tender submissions.

25.15 To receive an update on outstanding items (if available) on:

a. Village Signs

The 4 Village signs are ready to be installed and awaiting the contractor. The Centre sign has just been put into production and will be ready in 12-18 weeks. The Council requested that the old signs were kept.

b. Maid Marian CCTV

The Clerk reported that the pole had been installed, and the camera would be installed by the end of the week.

c. Maid Marian Bench Installation

The benches were reported to be complete after spare parts had been received and both were ready to be installed by NSDC.

25.16 Public Questions – (max 10 minutes)

The members of the flood team thanked the outgoing Chairman for his support. The flooding team reported that they had met with MP Michelle Walsh, Paul Peacock and Cllr Rhona Holloway from NSDC which was a successful meeting. They also reported that they had potentially found the reason for flooding on Mickledale Close and were working with a resident to get this resolved.

25.17 Correspondence

Cllr Holloway reported that a budget for flooding had been allocated for the new financial year. She also reported that she would be visiting the school to visit the children who had contacted her about littering, pollution from cars as well as a general question and answer session. Cllr Holloway said that the village walk around was successful and thanked the Councillors that attended.

25.18 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate

Cllr Kemp reviewed the bank statements and signed the reconciliation as accurate.

b. Previous months invoices - to be reviewed by two Councillors and signed as accurate

The invoices were reviewed by Cllrs Kemp and Mincher and signed as accurate.

c. Budget and financial status

The Council reviewed the budget, two items were highlighted including the high increase in the standing charge for the electricity at the closed village hall. The Clerk explained that the request for disconnection had been going on since October 2024 however EDF treat disconnections as non-urgent which means the appointments keep being cancelled.

d. Invoices to be paid

Date	Description	Supplier	Net	VAT	Total
06/05/2025	Highland Bagpiper VE Day	P Larkin	£187.00	£0.00	£187.00
13/05/2025	Accounts software	Scribe	£561.60	£112.32	£673.92
13/05/2025	Maid Marian Gate Repair	Robert Marshall & Sons Limited	£1,400.00	£280.00	£1,680.00
13/05/205	Expenses - VE Day Cakes	C Cooper	£11.04	£2.21	£13.25
			£2,159.64	£394.53	£2,554.17

Voucher 20 is a pre approved for payment - ratified by Council in May as correct

The Council reviewed the 4 invoices to be paid and resolved for the Clerk to make the payments.

e. Any other financial reports: To receive an update on the banking applications and signatory changes

The Council explained that the Cambridge building society required one further signature and all would be completed.

25.19 To consider planning applications

None

25.20 To consider the tender submissions for litter picking services

Cllr Bryan Stanley left the room as he had an interest as one of the applicants of for the position.

The Council reviewed the tender submitted and considered the budget that has been set for the contract. The Council felt that the submission was well thought out and awarded the contract to The Bilsthorpe Litter Picking Dog Walker Litter Picking Company.

The Council resolved that the Clerk would manage the contact and invoicing management and Cllr Kemp would monitor the work of the contractor.

25.21 To consider the quotes received to install a gate/opening at the rear of Crompton Park

The Council reviewed the quotes received and resolved to accept the quote from 360 fencing for £1999.50.

25.22 To consider the quotes received to install a large waste bin on sparrow park in place of the small dog bin

The Councillor resolved to accept the quote for £405 from NSDC to install a large bin on sparrow park.

25.23 To consider the proposal to replace 4 village benches – Cllr Spence

The Council resolved to purchase one bench with fixings to review the quality before ordering more.

25.24 To consider watering arrangements for the village planters

Cllr Stoneman offered to fill them for the initial filling and then to hand over to individual Councillors to top up. Sparrow Park, Cllr Kemp. Mickledale Lane, Cllr Stoneman. Farnsfield Road, Cllr Spence. Cllr Kemp suggested contacting the Scouts to see if they could water the one by the Scout Hut, Cllr Kemp to get in contact to ask.

25.25 Councillor reports

Cllr Costello reported that training was being organised for speed watch and the previous lead is still in possession on the equipment. Cllr Stanley requested to be added onto the training.

Cllr Ward reported that on the 2nd April a hole was reported to seven Trent that has appeared at the end of the driveway of the village hall. He has called weekly and said it is not their responsibility. The Clerk to check the land registry details for the village hall.

Cllr Stanley reported he was not happy with some of the responses from Via regarding road repairs and would be following that up. He also reported that the VE day offering was a success and well appreciated by the Village.

25.26 Summary of the meeting (only if time allows, max 10 mins)

None requested.

Minutes of the Meeting held on the 9th June 2025 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), Brian Jackson, Cris Cooper, Keith McAdam, Dawn Spence, Doug Mincher, Alan Ward, Brian Costello and Ross Stoneman (from 25.39). Clerk & RFO- Vikki Arkell**

25.27 Apologies for absence

Cllr Stoneman sent his apologies as he would be arriving late.

25.28 Declarations of pecuniary and/or personal interest

None

25.29 To elect a Vice Chair of the Council

Cllr Kemp nominated Cllr Mincher and was seconded by Cllr Costello. Cllr Cooper nominated Cllr McAdam and was seconded by Cllr Jackson.

The Council resolved for Cllr McAdam to be the Vice Chair of the Council.

25.30 To approve the minutes of the meeting held on the 12th May 2025

Cllr Cooper asked for two items to be added to the agenda, the conversation regarding the veteran's covenant and the insurance cover for the litter picking events organised by volunteers. The Council requested for the Clerk to add a few paragraphs in the previous minutes to acknowledge this. The redrafted minutes to be added to the next agenda for approval.

25.31 To receive an update on outstanding items (if available) on:

Village Signs – No further update

Crompton Park Access Points – to be completed on the 15th July.

Column Replacements – The Clerk reported that the taller lamp columns to house the Christmas Illuminations were completed on Church Street on the 30th of May and the Crescent had been completed on the 5th of June. The Clerk also reported that she had received confirmed that the sockets will be wired internally to RCBO's, separate fuses and timers as they were before.

Maid Marian Bench Installation and Sparrow Park Bin – waiting on NSDC. They should be completed by Friday 13th June.

New Bench – section 115 applications are on hold at the moment due to a change in the process. The Clerk is seeking quotes in the meantime for installation.

25.32 Reports from District and County Councillors

Cllr Holloway reported that the NSDC Great Big Green Week had started on the 8th June until the 16th June and was part of its commitment to create a more sustainable future for Newark and Sherwood. She added that they would be running a litter lotto scheme where residents could win prizes for recycling. Cllr Holloway also reported that she had been supporting apprenticeship week at the schools and had requested further pavement and road sweeps.

25.33 Reports from community groups and working parties

Community Hub Working Party – Cllr Holloway reported that members of the working party had a meeting with the senior leadership team at NSDC where a commitment was made to support the

Community Hub going forward. NSDC leader Paul Peacock had added The Bilsthorpe Community Hub as one of the projects that NSDC will support if planning permission is received.
Cllr Holloway reported that the working party had obtained quotes from the architects for RIBA stage 4, and the quote was for 45k, which will take the project to post completion. The working party recommend they apply for the next stage of the UKSPF funding on behalf of the Council to fund the next step of the project.

Cllr Kemp proposed for Cllr Holloway to apply for the maximum 40k UKSPF grant on behalf of the Council, to be used to pay for the next stage of the Community Hub project, this was seconded by Cllr McAdam. The Council resolved for Cllr Holloway to apply for the funding once the application opens.

Flood Resilience Team – Explained that Mickledale Close have been campaigning to have works undertaken on the stretch of Rainworth Water adjacent to the Close. They continued to explain that they are now in a positive position with the LLFA to have the works undertaken on the steel sheet piling, however of the £300,000 cost require they still need a commitment of approx. £45,000. The FRT asked if the Council would be able to support the project in terms of funding. The Clerk advised that they should submit a grant application for some of the grant funding that was available for the current budget year.

Speed Watch – Cllr Kemp and Costello reported that they are awaiting training dates.

VH Working Party – Cllr McAdam reported that he was looking at the re costing for the front facia and awaiting the quote back for the additional structural report. Cllr Copper reported that Becky Forcett had informed them that some heritage funding would soon be available which would fund a working party visit to an Authentic Recreation in Beamish that has recreated a 1950s town, including a welfare hall.

25.34 Councillor reports

Cllr Kemp - Thanked Bryan Stanley for his hard work and explained that he was saddened to learn that he had resigned. He reported that he had reached out to him to personally thank him for his contribution to the Council and the community. Cllr Kemp further reported that he had reached out to Graham Baguley regarding the Bilsthorpe together meetings and to find out the schedule of meetings. Cllr Kemp thanked Cllr Ward for his persistence with Seven Trent to repair the sunken manhole at the bottom of the Village Hall drive.
Cllr McAdam – reported that a resident of Oak Tree Drive had some issues with basement flooding. He is working with them to find the source and to see what aid is available.
Cllr Copper – reported that the open doors exhibit would be returning on the 27th July at the Bilsthorpe Heritage Museum.
Cllr Jackson – reported that the defibrillator at the Green centre was due new pads before the 27th July 2025 and the pads at Keys Garage were due to expire on the 7th July however there was a spare set dated October. The Clerk to organise replacement pads for the Green Centre.
Cllr Costello – Reported that Steve Park, the Don't loose your way Cordinator for Nottinghamshire and had invited him to the meeting.
Cllr Spence – Reported that he has been speaking to the food club who wanted to put on a picnic event. She said that she would advise that funding was available and sign post them to the grant application form.

25.35 Public questions – (max 10 minutes)

Steve Park, the Ramblers' *Don't Lose Your Way* Coordinator for Nottinghamshire, was present. He explained that he was gathering evidence to fill the Stoney Field gap in the Clipstone to Newark Active Travel route. He reported that he had persuaded Gleeson

Homes to dedicate a public bridleway and a public footpath across Stoney Fields during the construction of new housing. The next planned stage was to approach Strawsons with a request to dedicate the very short section linking to the Southwell Trail. Mr Parks needed support to get this completed and to gather evidence. Cllr McAdam offered to work with Mr Park as he had a good relationship with Strawsons.

25.36 Correspondence

The Clerk reported that she had been contacted by one of MP Michelle Walsh's team as a resident had contacted them about a tree on Stoneyfield Lane. The tree is both blocking the light to their garden and had also damaged their fence which had recently been replaced. The Clerk reported that she explained that these trees weren't Parish Council owned however had spoken to Dr Mark Guy at Nottingham County Council. NCC stated that they had no plans to reduce the trees unless they pose a danger or are diseased.

The Clerk further reported that the Council had received a letter from the pension regulator who which requested the review of pensions for members of staff and to complete a declaration. As there is only one member of staff who is enrolled in the pension scheme the declaration was completed and no further action is required.

25.37 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate

Cllr Kemp reviewed the bank statements and signed the reconciliation as accurate.

b. Previous months invoices - to be reviewed by two Councillors and signed as accurate

The invoices were reviewed by Cllrs Kemp and Mincher and signed as accurate.

c. Budget and financial status

The Council reviewed the budget, no items required discussion.

d. Invoices to be paid

The Council reviewed the 2 invoices to be paid and resolved for the Clerk to make the payments.

Description	Supplier	Net	VAT	Total
Internal Audit	Office Elite Limited	£208.37	£0.00	£208.37
CCTV Installation	APA CCTV Installation	£300.00	£0.00	£300.00

e. Any other financial reports: To receive an update on the banking applications and signatory changes

The Council explained that the Cambridge building society was now sorted which concluded all bank changes.

25.38 Annual Governance documents for year ending 31st March 2025

a. To receive and review the report from the internal auditor

The Council noted the report from the internal auditor and was happy with her summary and findings.

b. Section 1: Annual Governance Statement – to consider the questions and respond accordingly

The Council considered the questions and ticked the boxes as appropriate. Cllr Kemp signed the Annual Governance Statement.

c. Section 2: Statement of Accounts – to consider and agree the accounting figures

The Council reviewed the questions and ticked the boxes as appropriate. Cllr Kemp signed the statement of accounts.

d. Notice of Public Rights - To note the dates

The Council noted the dates as the 1st July 2025 – 11th August 2025

Cllr Stoneman joined the meeting

The Council reviewed all documents and resolved to submit them to PKF Littlejohn for auditing.

25.39 To consider the re issue of the tender specification for litter picking services

As the awarded contractor had withdrawn their tender, the Council resolved to reissue the tender specification with no changes with the closure date of the 30th June 2025.

25.40 To consider the quote received and equipment required for watering the village planters

The Council received a quote to water all the planters at a cost of £22.50 every 2 weeks. The Council resolved to accept this quote. The Council requested the Clerk organise for the watering to start as soon as possible and continue until August where it should be assessed based on the forecasted weather. The Councillors will complete additional watering as required.

25.41 To consider quotes received for a replacement notice board at the duck pond

The Council discussed if the notice board was still required within the village. The Council concluded that the location of the notice board services one end of the village and that it is still important to have this notice board. The Council reviewed the 4 quotes received and resolved to accept the quote for £1964 + VAT for a dual window notice board, one for public access and one for Council business, the quote included removal of the old notice board and installation of the new one.

25.42 To consider a budget for a replacement laptop for the Clerk and RFO

The Council resolved to allocate a budget of £400+VAT for the Clerk to purchase a replacement laptop.

25.43 To review the co-option policy and consider arrangements for co-option

The Clerk explained that she had been informed by NSDC electoral services that there had been no request for an election after the resignation of Bryan Stanley, and therefore, the Council was free to co-opt. The Council resolved to advertise the vacancy with a closure for applications of Friday 4th July.

The Council reviewed the co-option policy and requested that it be changed to allow co-option to be placed at an appropriate point of the agenda and no longer be required to be at the end of the meeting. No other changes were required.

25.44 To consider plans for VJ Day on the 15th August

The Council will consider plans for the day and confirm at the next meeting.

25.45 Summary of the meeting (only if time allows, max 10 mins)

None required.

Minutes of the Meeting held on the 14th July 2025 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), Brian Jackson, Cris Cooper, Keith McAdam, Doug Mincher, Alan Ward, Ross Stoneman and Dan Brickles (from item 25.49). Clerk & RFO- Vikki Arkell**

25.46 Apologies for absence
Cllrs; Costello and Spence sent their apologies.

25.47 Declarations of pecuniary and/or personal interest
Cllr Cooper, Ward and Jackson declared an interest in item 25.67 as trustees of Bilsthorpe Heritage Museum.

25.48 To approve the minutes of the meeting held on the 12th May and 9th June 2025
The Council resolved to accept the amended minutes from the 12th May and the minutes from the 9th June as drafted.

25.49 To consider the application for Co-option to fill the Casual Vacancy
There was one applicant for Co-option. Dan Brickles gave a short presentation to the Council, and the Councillors asked the candidate some questions.
The Council resolved to Co-opt Daniel Brickles onto the Council. Dan Brickles signed the declaration of office and joined the Council with full voting rights.

25.50 To receive an update on outstanding items (if available) on:
Village Signs **– Photographs of the completed village signs had been circulated to members. The Clerk advised that installation was scheduled to be completed by Friday 25th July. The final sign, to be sited in Sparrow Park, is due to be sent to the foundry for casting shortly.**
Maid Marian Bench Installation **– The Clerk reported that both benches had now been installed. Thanks were extended to Cllr Copper for assisting the contractors in completing the installation.**
Crompton Park Access Points **– The Clerk advised that work on the access points was scheduled for completion on Monday 21st July. Cllr Jackson suggested that the fence boards that were being removed be kept to repair other sections of fencing where panels were missing. The Clerk to request this from the contractors.**
Duck Pond Notice Board **– The Clerk confirmed that the notice board had been ordered and design proofs were awaited.**
Sparrow Park Bin **– Cllr Kemp reported that he had been in discussion with the Clerk regarding the location of the recently installed bin. He noted that the bin had been placed next to the bench at the rear of Sparrow Park, rather than in the original location. Cllr Kemp had been monitoring its usage and advised that volunteer litter pickers had reported the bin was not being used in its current position. As a result, litter and dog waste bags were being left in the surrounding bushes. The Council requested that the Clerk follow this up with NSDC and request that the bin be relocated to its original agreed position.**

25.51 Reports from District and County Councillors
Cllr Laughton reported that funding has not been made available for the A614, despite confirmation on social media suggesting otherwise. The project has been paused for three months while all initiatives are being assessed. A meeting has taken place with the new reform leader and the Cabinet Member for Transport, but no firm plan is in place. An update is expected by the end of September.
Cllr Rhona Holloway reported that a new policy on the management of public open spaces on new housing developments was being explored with NSDC. The intention was to urge developers to allocate responsibility for the maintenance and management of these spaces to NSDC, in order to

ensure they were properly looked after. She noted that new guidance was being produced by the NSDC Planning Policy Board to reflect these changes.
She informed members that a new 'independent living' fund had been created, with an initial pilot pot of £10,000, to support tenants with disabilities. The aim was to help them remain as independent as possible within their own homes.
Cllr Holloway stated that a 'good neighbour' management policy had also been introduced to assist in resolving neighbour disputes (where these were not ASB-related), allowing such matters to be handled in a more mediatory manner.
She further reported that a kerbside food waste collection service was planned to be rolled out starting in October 2027. Funding had been allocated for the purchase of eight new food waste lorries and 55,071 food waste bins.
Regarding Local Government reorganisation, Cllr Holloway explained that NSDC was due to make a decision on which of the three proposed options to support. This decision was scheduled for Tuesday evening at Full Council.
Finally, she shared that she had been asked to take on the role of Chairman of the new committee covering Governance, General Purpose and Local Government Reorganisation, giving her the opportunity to help shape this important area going forward.

25.52 Reports from community groups and working parties

Speed Watch – Cllr Kemp reported that the dates for training received and both he and Cllr Costello are unable to make either date. Cllr Kemp said he would get in touch for other training dates.
Community Hub Working Party – Cllr Holloway reported that she had applied for £32,700 from the UKSPF funding to be able to progress the project to RIBA 4 as agreed at the previous meeting. She also confirmed that the further transport assessment has been completed and had been submitted to Nottingham County Council.
Flood Resilience Team – The FRT expressed their disappointment that NSDC was unable to provide funding but extended their thanks to Councillor Holloway for her continued support. They reported ongoing consultation with the Lead Local Flood Authority (LLFA), with ground investigations planned and that a feasibility study is also in progress. A meeting has been held with Strawson's, who will liaise with the LLFA to complete the investigations.
Village Hall Working Party – A surveyor has visited to provide a quote for a second opinion survey and gave a brief visual report. The working party is currently exploring options for heritage funding.

25.53 Councillor reports

Cllr Kemp reported that he and Cllr McAdam had attended the NALC Chairmans training, which they found very informative. He also mentioned that he had been watering the hanging baskets at Sparrow Park, which were requiring frequent attention due to the hot weather.
Cllr Stoneman noted that the planter on Mickledale Lane was also needing a lot of water for the same reason. He further reported that he had replaced the faulty defibrillator housing with assistance from Cllr Ward. The Council expressed thanks to Cllr Stoneman.
Cllr Cooper informed the Council that East Midlands Today had filmed at the Heritage Museum.
Cllr Brian Jackson reported that the playground inspection had identified the bench at Maid Marion Park as a high risk item, with slats needing replacement. He offered to carry out the necessary repairs and repaint the bench. The Council thanked Cllr Jackson and approved a budget of £50 for materials.
Cllr Alan Ward stated that the defibrillator and housing at Burton Court had been replaced, and he thanked Cllr Stoneman for carrying out the installation. The Clerk confirmed the new unit was registered and that the old equipment would be returned by the end of the week.
Cllr McAdam reported that anti-social behaviour had been raised on social media, this had been reported but no action appeared to have been taken. He also noted that the flooding behind the Duck Pond, previously reported, had now been resolved and was found to be caused by a slow-draining submersible pump.

25.54 Public questions – (max 10 minutes)

A member of the public asked about ways to obtain funding for a defibrillator for the football Pavilion.

25.55 Correspondence

None

25.56 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate

Cllr Kemp reviewed the bank reconciliation and signed as accurate.

b. Previous months invoices - to be reviewed by two Councillors and signed as accurate

Cllrs; Kemp and Mincher reviewed the bank reconciliation and signed as accurate.

c. Budget and financial status

The Council noted the budget and financial status.

d. Invoices to be paid

The Council discussed the invoices to be paid. Following on from the earlier report in the meeting that the Sparrow Park bin had not been fitted in the correct location, the Council resolved to authorise three out of the four payments presented, withholding payment for the bin until the issue had been resolved.

Description	Supplier	Net	VAT	Total
Playground inspection	NSDC	£75.00	£15.00	£90.00
Playground Repairs	NSDC	£147.00	£29.40	£176.40
Transport Planning Services	Advanced Transport Research Ltd	£1,770.00	£354.00	£2,124.00

e. Any other financial reports

None

25.57 To consider grant applications received from the Flood Signage Scheme and St Margarets Church

The Council reviewed both applications and resolved to award £1000 to the Flood Signage Scheme and £750 to St Margarets Church. Funds are to be held in a reserve until the works are complete.

25.58 To consider planning applications:

a. 25/00789/FUL Land To The Rear Of Former St John Ambulance HQ Eakring Road Bilsthorpe NG22 8PY, Demolition of existing buildings. Creation of 6 new dwellings with associated access road, gardens and parking.

The Council considered the application and had concerns regarding parking and access which reflect those raised by Nottinghamshire County Council's Highways Department. The Council resolved for the Clerk to submit a request that these issues be resolved before the application is considered in full.

25.59 To consider appointing additional members to the Remembrance and Emergency Plan working parties and the Parks delegated responsibility group.

It was resolved for Cllr Ward to join the Remembrance working party. The other positions would be considered at a future meeting.

25.60 To consider the tender submissions for litter picking services

The Council reviewed the applications and resolved to award the contract to The Bilsthorpe Litter Picking Dog Walker Litter Picking Company. The Council resolved for the contract to begin on Monday 4th of August and run for 12 months.

25.61 To consider submitting regular reports to the Bilsthorpe Villager at a cost of £19.50

The Council resolved for the Clerk or Chairman to submit a report to the Bilsthorpe Villager every quarter at a cost of £19.50 per issue.

25.62 To consider how to obtain confirmation of insurance, up to date keeper details and service information for the lawn mower leased to the Miners Welfare

The Clerk reported that, despite several attempts over the past few months, no response had been received from the Miners' Welfare regarding the requested information. Cllr McAdam stated he would follow this up with the trustees and ensure the information is sent to the Clerk as soon as possible.

25.63 To note what events and activities are covered by the Council insurance policy

The Clerk had not had a satisfactory reply from Zurich. Item to be reported to Councillors on receipt and revisited at the next meeting.

25.64 To consider plans for VJ Day on the 15th August

Cllr Cooper reported that the Heritage Museum was happy to host a small veterans' tea to mark the event. Cllr Ward suggested the purchase of a specific VJ Day flag. The Council resolved to allocate the remaining £100 from the VE Day budget towards the event.

25.65 To consider plans for Remembrance Day

The Remembrance Day working party had been in discussion with the Scouts and other organisations, and it was suggested that the Remembrance Day parade be reinstated. The Clerk had obtained a quote for a road closure, which was substantially higher than the previous arrangement. Councillors discussed the need for additional safety measures to be in place to ensure the parade could be held safely. The Council considered that it may be preferable to proceed with the usual arrangements for 2025, but to begin planning for the 2026 Remembrance Day parade early next year, including budgeting for the associated costs. The Council will consider the options and make a final decision at the next meeting.

25.66 To review if the Council are meeting its obligations of the Armed Forces Covenant

The Council reviewed the covenant and resolved that it was meeting its obligations as outline within the Armed Forces Covenant.

25.67 To consider the letter received from Council tenants regarding repairs

The Council reviewed the letter received and resolved to purchase paint for the Heritage Museum to carry out cosmetic improvements to the rear of the property, with a budget of up to £150. The Council discussed the other matters raised and resolved to obtain further advice and quotes for the proposed works.

25.68 Summary of the meeting (only if time allows, max 10 mins)

None required

25.69 To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

The Council resolved to exclude the public for item 25.70.
Cllr Kemp thanked the public for their attendance and asked them to leave the meeting.

25.70 To consider Staffing Matters

The Council resolved to employ Susan Stack to cover the Clerk and RFO role during the current Clerk's maternity leave, from 13th October 2025 to 28th August 2026. The Council reviewed the draft contract and resolved to approve it at the proposed fixed salary point. It was further resolved that Susan Stack be added as a signatory on the Co-op bank account with immediate effect, with access to online banking and a debit card.

Minutes of the Meeting held on the 11th August 2025 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), Brian Jackson, Cris Cooper, Keith McAdam, Dawn Spence, Doug Mincher, Alan Ward and Ross Stoneman (from item 25.49). Clerk & RFO- Vikki Arkell**

25.71 Apologies for absence

Apologies received from Cllrs Brickle, Costello and Laughton

25.72 Declarations of pecuniary and/or personal interest

Cllr Cooper, Ward and Jackson declared an interest in item 25.89 as trustees of Bilsthorpe Heritage Museum.

25.73 To approve the minutes of the meeting held on the 14th July 2025

The Council resolved to accept the amended minutes from the 14th July as drafted.

25.74 To receive updates on outstanding items (if available):

Village Signs – Installation has been rescheduled for the 13th August.
Crompton Park Access Points – Work is completed with no dogs' signs installed at each entrance.
Sparrow Park Bin – NSDC will be resighting the bin back to its original position however due to the hot weather and the requirement of a concrete plinth to be installed it won't be completed until late September, early October.
Duck Pond Notice Board – The design proofs have been approved, and the notice board is in production

25.75 Reports from District and County Councillors

Cllr Holloway reported on a mains water leak on Kirklington Road, which had initially been reported by Cllr Mincher. A resident contacted Cllr Holloway directly, concerned that her house might flood. Cllr Holloway contacted the Flood Resilience Team, who promptly provided sandbags. Severn Trent responded quickly, and the resident later thanked Cllr Holloway and the Flood Resilience Team for their swift action.
Local government reorganisation and options are currently under consideration. Newark and Sherwood District Council has submitted its preferred option (Option 1e), in which the councils of Ashfield, Mansfield, Bassetlaw, Newark and Sherwood, and Gedling would be merged to take responsibility for all local government services in the area. A second unitary council would serve the south of Nottinghamshire, covering Nottingham City, Rushcliffe, and Broxtowe.

25.76 Reports from community groups and working parties

Speed Watch – no update
Community Hub Working Party – Councillor Holloway reported that the planning application is under review but was hopeful it would be considered at the September planning meeting.
Village Hall Working Party – The Village Hall working party reported that they had been in discussion with surveyors about the next steps.
Flood Resilience Team – The FRT are still working towards securing the funding required for works to be carried out by the LLFA.

25.77 Councillor reports

Cllr Spence reported that, after attending a training course on biodiversity, the Council should consider putting a biodiversity plan in place. She added that she had joined the Bilsthorpe Wildlife Facebook page to encourage collaboration.
Cllr Mincher noted that, following the recent water leak, the drains on Kirklington Road were full of clay. She reported that Severn Trent were working with ViaEM to address the issue and would be funding the repair.
Cllr Stoneman reported an incident at Maid Marian Park where a substance believed to be blood was found, but it was later confirmed to be chocolate milkshake. A number of residents had also reported that the swings were in need of cleaning due to birds sitting above them. The Clerk advised that although bird spikes are no longer recommended for child safety reasons, the use of tie wraps has a similar deterrent effect and is a safer option. The Council authorised Cllr Stoneman to purchase and install tie wraps, with the cost to be reimbursed by the Council.
Cllr Jackson reported on the bench repair that was completed on the 19th July.
Cllr Ward raised the issue of brambles growing over the wall and onto the pavement at a property on Mickledale Lane, and noted that a new battery is needed for the defibrillator at Brookside Garage. The Council requested that the Clerk report the brambles.
Cllr McAdam confirmed that he had followed up on the mower with Miners Welfare.

25.78 Public questions (maximum 10 minutes)

None

25.79 Correspondence

An email and a Facebook message had been received reporting the previously mentioned issues at Maid Marian Park. The Council confirmed that these were being resolved. A letter of thanks had also been received from the church, expressing appreciation for the funds committed by the Council towards the church repairs.

25.80 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate

Cllr Kemp reviewed the bank reconciliation and signed as accurate.

b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate

Cllrs; Kemp and Mincher reviewed the bank reconciliation and signed as accurate.

c. Budget and financial status

The Council noted the budget and financial status.

d. Invoices to be paid

The Council confirmed they were happy with the works and resolved for the payment of the invoice from 360 fencing.

Description	Supplier	Net	VAT	Total
Crompton Park Motorbike Inhibitors	360 Fencing	£1,999.50	£399.90	£2,399.40

e. To note the receipt of the Crifton Lodge Solar Farm grant and authorisation to transfer it to an earmarked reserve

The Council resolved for the Clerk to move the £15,000 to a reserve.

f. Any other financial reports

i. Verbal VAT status report following specialist advice

The Clerk gave a report from the meeting with Parkinson Partnership.

ii. To note the NJC Pay agreement for 25/26

The Council noted the pay agreement and the increase in the Clerks salary.

25.81 To consider proposed projects for 2026/27 to be incorporated into the next financial year's budget

The Clerk requested that Councillors consider projects they would like to be incorporated into the 2026/27 budget, and prepare costings to be submitted over the next few weeks for inclusion in the draft budget for the September meeting.

25.82 To review the annual renewal of the Council's insurance policy and note which events and activities are covered

The Clerk reported that the current insurance company, Zurich, had requested further information about the condition of the Village Hall. She had been in correspondence with the underwriters to secure suitable cover; however, Zurich were not confident they could provide adequate insurance for the Village Hall. The Clerk further reported that she had approached another specialist insurer, who requested a valuation of the Village Hall and Heritage Museum to provide a suitable quote to cover both the Village Hall and Heritage Museum. Cllr Holloway informed the Council that an estate agent's valuation had been commissioned last year and might be suitable.
The Council resolved that the Clerk should obtain the most suitable insurance, with minimum cover for the Village Hall if required.

25.83 To note the Council's responsibilities under Assertion 10 and agree actions to be completed by March 2026

The Clerk reported that under the new assertion 10, the Council must meet minimum requirements relating to online data, compliance, and accessibility. The Clerk had already drafted the necessary policies, set up a new email account as required, and was checking that the current website meets the requirements.

25.84 To agree deadline dates for Co-option to fill the current Councillor vacancy

The Council resolved for the Co-option deadline to be Friday 29th August.

25.85 To approve the following policies:

a. Social Media Policy
   The Council approved the social media policy as drafted.
b. IT Policy
   The Council approved the IT policy as drafted.

25.86 To consider planning applications:

a. 25/01111/FUL New access point to operational solar farm, new internal access track and associated changes, Land at Crifton Lodge Farm, Forest Lane. Response required:12th August 2025.
   The Council had no comment to be submitted.

b. 25/01159/FUL Siting an InPost Parcel Locker, Lincolnshire Cooperative Bilsthorpe, Stanton Avenue. Response required: 19th August 2025
   The Council had no comment to be submitted.

25.87 To consider how to obtain confirmation of insurance, up to date keeper details and service information for the lawn mower leased to the Miners Welfare

Cllr McAdam reported that he had bought this up at trustee meetings and was assured it would be sent asap as all the correct documentation was in place.
The Council requested for the Clerk to write a letter to the Miners Welfare requesting that all documentation was sent to the Council by Friday 29th August.

25.88 To consider plans for Remembrance Day

The Remembrance Day working party confirmed that the arrangements for 2025 would be the same as the previous year, with a view to organising a larger event in 2026. The Council requested that the Clerk book the road closure as in previous years. The Council also asked the Clerk to arrange the purchase of a wreath in collaboration with Cllr Ward.

25.89 To consider advice and quotes received for repairs to the Heritage Museum building

Cllr Stoneman had spoken to various contractors who were keen to provide quotes. Cllr Stoneman will meet with the contractors and arrange access with the heritage museum.

25.90 To consider the information received in review of the 2021 structural survey of the Village Hall, and to determine the next steps in assessing the structural needs of the building and the associated costings – Village Hall Working Party

The Village Hall Working Party reported that they had met with a structural engineer on site and had also had the previous structural survey reviewed by two structural engineers. Both were satisfied that a repeat survey would only highlight the same issues, and that to enable further planning and outline remedial costs, more in-depth studies would be required. The Council requested that the Working Party source quotes for these studies to ascertain whether proceeding with them would be viable.

25.91 Summary of the meeting (time permitting, maximum 10 minutes)

None required

Bilsthorpe Parish Council

Minutes of the Meeting held on the 8th September at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), Brian Jackson, Alan Jackson, Cris Cooper, Brian Costello, Dan Brickles, Doug Mincher, Alan Ward, Ross Stoneman and Bryan Stanley - from item 25.96. Clerk & RFO- Vikki Arkell**

25.92 Apologies for absence
Cllr Dawn Spence

25.93 Declarations of pecuniary and/or personal interest
Cllr Cooper, Ward and Jackson declared an interest in item 25.104, 25.108 and 25.113 as trustees of Bilsthorpe Heritage Museum.
Cllr Stoneman declared and interest in 25.102b&e as a contractor for works completed.

25.94 To approve the minutes of the meeting held on the 11th August 2025
The Council resolved to accept the minutes from the 11th August as drafted.

25.95 To consider the application for Co-option to fill the Casual Vacancy
There was one applicant for Co-option. Bryan Stanley gave a short presentation to the Council. The Council resolved to Co-opt Bryan Stanley onto the Council. Bryan Stanley joined the Council with full voting rights.

25.96 To receive updates on outstanding items (if available):
Village Signs **– Unfortunately the signs had not been installed due to delay with the contractor. The Clerk was informed they would be installed on Friday 12th**
Duck Pond Notice Board **– The Clerk had no update but had chased for an installation date.**
Sparrow Park Bin **– NSDC will complete the move back to the original place this month.**

25.97 Reports from District and County Councillors
District Cllr Holloway gave a report covering several matters. She reported that the final clean-up removing the fly-tipped waste at Eakring Road was scheduled for 9th September. Cllr Holloway further reported on the new national recycling policy, she reported that a simpler recycling system is planned, with food recycling expected to be introduced by October 2027.
County Cllr Laughton gave a report on the Local Government Restructure and the matters voted on at the most recent meeting. He also shared that Mayor Claire Ward had backed the improvements to the A614 and Ollerton roundabout. Cllr Laughton expressed his confidence that her support and active involvement were crucial in securing the formal approval of the project from the Department for Transport.

25.98 Reports from community groups and working parties
Speed Watch – Cllr Kemp and Costello reported that they are awaiting training dates
Community Hub Working Party – Cllr Holloway reported that the funding applied for from the UKSPF had been awarded, allowing the project to move forward to RIBA Stage 4. The Working Party had recently met with NSDC to provide an update on progress. Cllr Holloway described the meeting as positive, noting that everyone was committed to getting the project off the ground. She reported that Chris Morton would be involved in the project and that the Working Party was looking to secure additional external funding. The planning application is due to be considered at the October planning committee, where Cllr Holloway will have the opportunity to speak on the matter.
Cllr Mincher explained that the Working Party was recommending that the Parish Council continue to work with LK2 rather than seek additional quotes. He stated that this decision was justified by LK2's familiarity with the site and their proven record of delivering services for the Council,

providing assurance of continuity, quality, and value for money. As the size of the quote exceeded the thresholds set out in the Parish Council's Financial Regulations, this would require the Council to make a formal exception. Cllr Mincher emphasised that the exception was considered appropriate to ensure project continuity and efficiency, while still maintaining transparency and accountability.
Cllr Mincher proposed moving forward with LK2 to obtain quotes for RIBA Stages 5 and 6. The Council resolved to proceed with LK2, making the necessary exception to the Financial Regulations for this project.
Flood Resilience Team – Members of the Flood Resilience Team reported that NCC and Whitehouse have visited to carry out ground investigation surveys and are currently awaiting further funding. They also noted receipt of a letter from Michelle Welch regarding the Cross Boundary Flood Network. Cllr Mincher confirmed that the work funded by Severn Trent on Kirklington Road, including jetting, had been completed. He noted that, as the area subsequently flooded during heavy rainfall, the issue was likely related to capacity rather than debris within the drains.
Village Hall Working Party – Cllr Cooper reported that the working party had been in discussion with the surveyor to determine what further structural surveys were required. Further discussion on this matter took place under agenda item 25.109. Cllr Cooper requested additional members for the working party to assist with the workload. The Council resolved to add Cllr Stanley to the working party.

25.99 Councillor reports
Cllr Stanley confirmed he had reported the dead tree on the Crescent and that it will be removed. He also noted that the distribution of bins around the village is being assessed by himself and Cllr Spence, and that a sticker indicating the intended use of the bins is being considered.
Cllr Cooper raised concerns about flooding in the car park of the Village Hall and Heritage Museum.
Cllr Jackson and Cllr Ward reported that benches on Maid Marian are being covered in bird droppings and that nets on Crompton Road are being vandalised. Cllr Ward also noted that the defibrillator pads and battery at the garage need replacing before the end of October. The Council requested that the Clerk order these.
Cllr Stoneman reported that the boom box is being looked after by Cllr Ward and is currently located at the Heritage Centre.
Cllr Kemp noted that emails had been received regarding road markings and flags; however, he had been unable to clarify the reason for their installation. The Clerk further reported that she had been in contact with NCC, who confirmed that the markings and flags would only be removed if routine maintenance was being carried out or if they posed an immediate danger to road users.

25.100 Public questions (maximum 10 minutes)
A member of the public asked if the Council was happy for her to approach ViaEM about gritting around the Cresent. The Council were supportive of this.

25.101 Correspondence
The Clerk reported that correspondence had been received regarding cleanliness at Maid Marian Park, as well as road markings and flags. She noted that although Maid Marian Park had been "sanitised", some surfaces still required "hot water and a scrub". The Clerk suggested that this could be carried out by volunteers, and Councillors confirmed that they were happy to undertake the clean.

25.102 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
   Cllr Kemp reviewed the bank reconciliation and signed as accurate.
b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate
   Cllrs; Kemp and Mincher reviewed the bank reconciliation and signed as accurate.
c. Budget and financial status
   The Council noted the budget and financial status.
d. Invoices to be paid
   The Council discussed the invoices to be paid. The Council authorised the 2 invoices and 2 expenses claims for payment.

Description	Supplier	Net	VAT	Total
Planter Watering	Darren Long	£135.00	£0.00	£135.00
VJ Day - Cakes	Various	£25.62	£5.13	£30.75
VJ Day - Flags and Banners	Amazon	£14.56	£2.91	£17.47
Litter Picking - Monthly Contract	The Bilsthorpe Litter Picking Dog Walker Litter Picking Company	£1,015.00	£0.00	£1,015.00

e. To confirm payment of grants to Bilsthorpe Scouts and St Margarets Church
The Council confirmed that satisfactory invoices had been presented and that both grants could be paid.

Description	Supplier	Net	VAT	Total
Grant	St Margarets Church	£750.00	£0.00	£750.00
Grant	1st Bilsthorpe Scouts	£1,366.21	£0.00	£1,366.21

f. To note the receipt of the Inkersall Grange Farm Solar Farm grant and authorisation to transfer it to an earmarked reserve
The Council resolved to move the £15,000 contribution to reserves alongside the other contribution made.

25.103 To review the first draft of the 2026/27 budget and consider proposed projects to be incorporated.

The Clerk gave an overview of the previously circulated budget. She explained that much of the budget had been calculated but that Council input was required on a number of items.

a) To discuss the waste contract for 2026/27
The Clerk reported that the large bin at the Village Hall was often full and overweight. She explained that although the community litter pickers had requested heavier waste be collected through NSDC, the bin was still full most weeks. The Council discussed the matter and, wishing to continue supporting the community's efforts, resolved to request an additional bin from ENVA to ensure all waste is disposed of correctly and efficiently. The Clerk to organise and add to the budget for 26/27.

b) To discuss the planter and hanging basket options for 2026/27
The Council had previously requested that the Clerk liaise with Marie Purdy to review the hanging baskets and planters and consider whether a more suitable planting scheme could be introduced for the village. Marie proposed a lower-maintenance option that would require less watering in the long term, with the flexibility to add perimeter plants in the future if the Council wished. The initial cost in year one would be the same with reduced costs and maintenance required over time.
Cllr Kemp requested for additional funds to be added to the budget to allow for a water pump to water the hanging baskets. The Council requested both these items be incorporated into the budget.

The Clerk requested that the Councillors consider projects to be included into the budget and have them submitted by email by the 1st of October.

25.104 To review the annual renewal of the Council's insurance policy and note which events and activities are covered

Cllr Cooper, Ward and Jackson did not participate in the discussion or vote as trustees of Bilsthorpe Heritage Museum.

Following the Clerk's report at the previous meeting, the Clerk reported that only Zurich had offered insurance, and they had made two offers. The first was to insure the Council's assets, excluding the building on Cross Street (comprising both the Village Hall and the rear building currently leased to the Heritage Museum), at a cost of £1,964.63. The second was to insure the building on Cross Street, together with the Council's other assets, but with only a £1m loss limit and restricted to Fire, Aircraft and Explosion cover, at a cost of £8,161.70.
The Council discussed the options, including the possibility of obtaining more comprehensive cover through a specialist insurer.

The Council resolved to accept the insurance offer on the Council's assets, excluding the building on Cross Street, through Zurich at a cost of £1,964.63, and to seek further comprehensive insurance for the building through specialist insurers. This required a loss evaluation at a cost of £150, which the Council authorised. The Council again requested that the Clerk obtain insurance for the buildings that reflected the variations in their condition, with comprehensive cover for the rear buildings and minimal cover for the Village Hall if required. The Council further requested that the Clerk seek legal advice to confirm whether the Council is meeting its insurance obligations, at different levels, under the lease with the Heritage Museum. The Council resolved to approve a budget of up to £10,000 for this advice.

25.105 To consider planning applications:

a. Great North Road Solar and Biodiversity Park: Notice of acceptance of an application for a Development Consent Order (Application Reference: EN010162)
The Council noted the application with no further actions requested.

25.106 To confirm receipt of the insurance, up to date keeper details and service information for the lawn mower leased to the Miners Welfare

The Clerk confirmed that up-to-date keeper details, service information, and screenshots of the insurance policy had been received, and that she was satisfied all was in order. As the insurance policy expires in December, the Clerk will request an update in January.

25.107 To confirm plans for Remembrance Day

Arrangements for the Remembrance services were confirmed. The official road closure had been organised by the Clerk, and signage will be put out by Cllr Stoneman. Music will be provided by Cllr Ward, and Cllr Stoneman will also liaise with the Vicar. The Scouts will be coordinated through the Remembrance Group by Cllr Cooper, who will also complete the risk assessment.

25.108 To consider advice and quotes received for repairs to the Heritage Museum building

Cllr Stoneman reported that he had two meetings arranged with contractors in the coming week.

25.109 To consider what additional surveys are required to understand the next steps in assessing the structural needs of the building and the associated costings – Village Hall Working Party

The Village Hall Working Party requested input on what additional surveys were required to assess the structural needs of the building and associated costs. Areas identified for further investigation included the exposure of structural steels and metal work, an internal roof investigation to assess the condition of the roof structure and then further studies of the footings, and the drainage.

25.110 To accept the ViaEm winter assistance offer for free bags of salt and agree on how many extra to purchase at the reduced price offered.

The Council resolved to accept the offer of the free bags and order an additional 10 bags at the reduced cost.

25.111 Summary of the meeting (time permitting, maximum 10 minutes)

None required

25.112 To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

The Council resolved to exclude the public for item 25.113. Cllr Kemp asked members of the public to leave for the final item on the agenda. Cllrs Cooper, Jackson and Ward also left the meeting.

25.113 To review the lease arrangements for Council owned premises to ensure a clear understanding of the rights and responsibilities of both the tenants and the Council as landlord

The Council discussed the lease and agreed that further legal advice should be sought to ensure there is a clear understanding of the Council's responsibilities as landlord. It was resolved that the

Clerk seek this advice at the same time as the insurance queries, within the approved budget of £10,000.

Bilsthorpe Parish Council

Minutes of the Meeting held on the 13th October at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), Brian Jackson, Alan Jackson, Cris Cooper, Dawn Spence, Brian Costello, Dan Brickles, Doug Mincher, Alan Ward, Ross Stoneman and Bryan Stanley. Clerk & RFO- Vikki Arkell**

25.114 Apologies for absence

Apologies were received from Cllr Rhona Holloway.

25.115 Declarations of pecuniary and/or personal interest

Cllr Cooper Ward and Jackson declared an interest in item 25.125, 25.133 and 25.134 as trustees of Bilsthorpe Heritage Museum.
Cllr Stanley declared an interest in item 25.123d as a payee within the bills for payment

25.116 To approve the minutes of the meeting held on the 8th September 2025

The Council resolved to accept the minutes from the 8th September as drafted.

25.117 To receive updates on outstanding items (if available):

Village Signs – The Clerk reported that the village signs had been installed, the old ones had removed and that the final village sign for sparrow park was in production.
Sparrow Park Bin – The Clerk reported that the bin had been reinstalled in a better position at the front of the path and the invoice could now be paid.
Duck Pond Notice Board – The Clerk reported that the notice board is complete and with the installers. The installers will schedule the date for installation asap.

25.118 Reports from District and County Councillors

Cllr Laughton had received reports that members of the public had been miss-treatment by staff at the recycling centre, this had been investigated and hopefully installed.
A614 funding – January pencilled in
Rhona – served notice at Eastwell court. Door and windors secured
NSDC funding secured for the build of the community hub

25.119 Reports from community groups and working parties

Speed Watch – Cllr Kemp and Costello reported that they are awaiting training dates
Community Hub Working Party Flood Resilience Team –
Village Hall Working Party – Manged to get one quote for further surveys.
Flooding – contractors have done the ground surveys, ross Marshall lead flood at Notts CC to move forward with further works.

25.120 Councillor reports

Cllr Brickles reported that the grass is unsalvageable and the pitch needs turning.

Ross – Tie wraps complete

Dawn – Bins, co-op bench, been to co-op, resurface footpaths, clear overgrown paths, move bin at sparrow park, path eking needs a proper path, clearance at the crescent.

Keith – youth centre want to borrow the poppies

Cris – in touch with RBL and WI and they would like to lay a wreath and collection boxes

Brian Jackson – 3 seats at Crompton Park. The Council thanked the Council. £100.

Alan – defibs ok, parking a car on the pavement on Saville Road. Bylaw and employ a warden.

Bryan – Bylaw is an option, suggested that the council force the sale of Eastwell court. Enva have failed to collect, and compensation should be sought.

The tree outside the Antonio fish bars NSDC and extra bins from tesco.

25.121 Public questions (maximum 10 minutes)

None

25.122 Correspondence

25.123 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
   Cllr Kemp reviewed the bank reconciliation and signed as accurate.

b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate
   Cllrs; Kemp and Mincher reviewed the bank reconciliation and signed as accurate.

c. Budget and financial status
   The Council noted the budget and financial status.

d. Invoices to be paid
   The Council discussed the invoices to be paid. The Council authorised the 5 invoices and 1 expenses claims for payment.

e. Long term contract renewal for the internal audit process
   The Council reviewed the long term contract. The Council resolved to agree to the long term contact on a 3 year basis.

f. To review grant applications and the application to change the use of an awarded grant

The Council reviewed the grant application received, the Council felt that the applicant did not qualify for the.

25.124 To review and sign the grant agreement with NSDC for the Community Hub UKSPF funding.

The Council reviewed the grant agreement and resolved for the Clerk to sign the agreement on behalf of the Council.

25.125 To consider the quote for insurance for the Council owned properties on Cross Street

The Council considered the quote received and resolved to accept the policy at the cost of £4143.44.

25.126 To review the draft 2026/27 budget and consider proposed projects to be incorporated.

a) Flagpole Installation and remedial works at the War Memorial – Cllr Stanley
   Cllr Stanley gave an overview of the proposed project and why he was proposing the project.

25.127 To confirm plans for Remembrance Day and review additional proposed costs

£40 for the scouts
Cost for stopping parking – cost £180 + VAT
Proposal to book a pipe and drum band add £1000 to the agenda.
Remembrance Day 2025 – all planned
No First Aider and more volunteers

25.128 To consider advice and quotes received for repairs to the Heritage Museum building Cllr Stoneman received

25.129 To consider initiating community engagement to support regular cleaning of equipment at Maid Marion Park and Crompton Road Skate Park – Cllr Stanley

Cllr Stanley gave an overview of the proposal. The Council approved the cost of £158.00. Chemical training.

25.130 To consider purchasing bin information stickers for all waste bins across the Parish – Cllrs Spence and Stanley

Cllr Spence gave an overview of the proposal. The Council approved the cost of £65.

25.131 Summary of the meeting (time permitting, maximum 10 minutes)

None

25.132 To consider: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

25.133 To review legal advice on the lease for Council owned premises to clarify the rights and responsibilities of the tenants and the Council as landlord

25.134 To consider lease holder insurance reimbursement

Bilsthorpe Parish Council

Minutes of the Meeting held on the 10th November 2025 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), Brian Jackson, Alan Ward, Dawn Spence, Brian Costello, Dan Brickles, Doug Mincher, K McAdam, and Bryan Stanley.**
NSDC Cllr R Holloway. Notts CC Cllr B Laughton
Clerk & RFO- Susan Stack

25.135 Apologies for absence
C Cooper, R Stoneman

25.136 Declarations of pecuniary and/or personal interest
Quotation on bench – S Kemp
Litter picking – B Stanley
Heritage – A Ward, B Jackson

25.137 To approve the minutes of the meeting held on the 13th October 2025
It was resolved to approve the minutes subject to removal of Alan Jackson from attendees

25.138 To receive updates on outstanding items (if available):
Duck Pond Notice Board - **Completed** Heritage Centre **None**

25.139 Reports from District and County Councillors
Cllr Holloway – New booking conditions for community buildings across the district have been issued, bin emptying and fly tipping action undertaken, NSDC have met with landowners who have put their sites forward for consideration/S106. Local Government reorganisation - the business case is scheduled to be submitted. Elections are going to be 2028 with a year of shadowing of Councillors by existing.
Cllr B Laughton – Will arrange additional road sweeping and for the jetter to be deployed. Suggested two people meet with Louise at VIA to discuss highways items directly. Cllr D Mincher, Cllr K McAdam and Marie Purdy volunteered. Still asking about Mickledale Lane at every opportunity. Will mention flags incorrectly hung to the Chief executive.

25.140 Reports from community groups and working parties

Speed Watch	Community Hub Working Party - **Planning permission**
Dates being arranged	**December. Funding meeting (cabinet) January**
Flood Resilience Team	Village Hall Working Party **– Trying to obtain a further**
None	**survey. Recent events had caused concern.**

25.141 Councillor reports
K McAdam – Going to Westminster- will take questions if asked to
D Spence – Resident met regarding bin near duckpond. Cllr Kemp reported that the site must be on the lamppost as already agreed. Still trying to contact Co-Op reference siting bin there
B Jackson – benches are being damaged by heat (burns)
A Ward – All de-fibs are checked and OK
B Stanley – Seems we are getting much more responsibility coming to the Parish Council as a result of the re-organisations. Cllr Holloway reported on a potential middle layer of committees and that powers have not been set out anywhere. Clerk to add to December agenda.
S Kemp – Thanked the Remembrance Day committee and attendees. The AGM for NALC was attended and was informative and he undertook some training from RCan

and CoudyIT. Eastwell Court is up for sale. Wycar Lees - people on the roof which is in a dangerous condition. The MP would like to meet the Parish Council but not at a meeting. Goalposts have been removed £350 (authorised under H&S)

25.142 Public questions (maximum 10 minutes)

None

25.143 Correspondence

None

25.144 To consider - Proposal for Christmas lights for tree and associated electrical works – Cllr Stoneman

It was resolved a budget of £400 for the wiring and lights be allocated to R Stoneman (SK/KM)

25.145 To consider – Quotations for installation of bin and two benches

£440 installation of two bench plinths and free bin installation was agreed (SK/DS)

25.146 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate
c. Budget and financial status
d. Invoices to be paid
e. Price increase from Scribe for accounting software

All items above resolved (SK/DS)

25.147 To review the draft 2026/27 budget and consider proposed projects to be incorporated

a) Christmas tree and lights – Cllr Stoneman **- in this year's budget**

25.148 To review any issues appertaining to Remembrance Sunday, the vandalism around the memorial and relocation of bench

There is a video that they cannot identify anyone. Names have been put forward for the offenders and visits are taking place. The MP is contacting the PCC to get more resources in the village. NSDC have three sets of cameras that could go on lamp posts to provide CCTV (24 hr monitoring) for next year in the pre-Remembrance run up. Cllr Kemp to take forward.

Prices to relocate bench with hardstanding – Cllr Kemp has had one verbal quote £2,200, a written quote £1,450 (block paving would be £400 more). It was noted that two other suppliers declined to quote.

Resolved that a budget of £1,500 set to remove the existing benches, lay concrete plinth and re-position. (BJ/AW)

Other matters - put on agenda for December to discuss further.

25.149 To note the appointment of Sabrina Docherty as the Internal Auditor on 3 year contract, confirm terms of engagement signed and interim audit paperwork has been submitted.

The Clerk confirmed and added that access granted to Scribe (read only)

25.150 Summary of the meeting (time permitting, maximum 10 minutes)

No public present

25.151 To consider: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

Resolved

Councillors A Ward and B Jackson left the meeting.

25.152 Update (if available) on lease holder insurance reimbursement

The Chairman reported that he was meeting with the Heritage on Thursday. Additional information on the insurance had been requested and sent. Cllrs Mincher and Kemp will attend the meeting.

25.153 Date of next meeting(s) 8th December, 12th January 26

Noted

Bilsthorpe Parish Council

Minutes of the Meeting held on the 8th December 2025 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), Brian Jackson, Dawn Spence, C Cooper, K McAdam, and Bryan Stanley, B Costello**
NSDC Cllr R Holloway.
1 member of the public
Clerk & RFO- Susan Stack

25.154 Apologies for absence
A Ward, D Brickles, D Mincher, R Stoneman

25.155 Declarations of pecuniary and/or personal interest

25.156 Litter picking – B Stanley

25.157 Heritage – B Jackson, C Cooper

25.158 To approve the minutes of the meeting held on the 10th November 2025
It was resolved to approve the minutes SK BS

25.159 To receive updates on outstanding items (if available):
Query on bin stickers – procedural aspect of amending a decision was discussed
Query on informal chat with Heritage outside of original scope
Query on changes on benches from new to repaired benches
Councillors agreed to be more mindful of this in future
Clerk advised that proxy voting proposal must be submitted formally to January meeting

25.160 Reports from District and County Councillors
Cllr Holloway, NDSC have purchased drone to assist with planning enforcement, marketing, and available to external hire.
A submission for the LGA Option 1E has taken place.
Cabinet tomorrow, agenda includes extra funding for household and hygiene packs, emergency food vouchers, continue food co-ordinator role, uniform support for primary schools, winter wellness events, home start to continue and welfare benefit advisory service to continue at Bilsthorpe library
Procedure with dealing on fly tipping on Wycar Leys was clarified to the Council

25.161 Reports from community groups and working parties

Speed Watch **a date for training was established – trainer not available so cancelled**	Community Hub Working Party (CHWP) see below **Planning consent approved with conditions. NSDC forward plan for funding the hub on agenda for January 20th. Meetings will be resumed after Christmas**
Flood Resilience Team (MP) **No report**	Village Hall Working Party (VHWP) **Bs reported that - Feeling the Parish Council should champion the heritage of the building along preserving the house designs, pub (Stanton Arms). Heritage lottery funding may be available for six figure amounts. The VH is one of 20-30 village halls built as a cinema. Would like to see the paperwork from 2018/19 that caused the work to stop (asbestos/rusty steels?). A**

	25 year refurbishment programme would be their preferred option. **Councillors of that time were recalling their memories. Proposal to be presented at future meeting**
VIA Group meeting (DM/KM/MP) **Awaiting date to meet**	New trees Working Party (BS) **BS reported - Replacing trees on Crompton Park and Stoneyfield Lane (Notts CC land) – Ongoing** **Suggestion made to include welfare site**

25.162 Councillor reports

Report on visit to Parliament and took opportunity to mention the traffic lights. Confirmed that funding available and needs referring to Cllr Laughton.
Reports made to NDSC and noted they have been dealt with efficiently via their website. A funding application has been made to mark Shaft 1 entrance,
Boards at bottom of Crompton park - nails are inadequate. 7 boards required to complete repairs. Cllr Kemp/Jackson to contact wood yards to replace them
Concerns with the service of ENVA discussed, Clerk gave agreement to Cllr Stanley with a view to amending the contract to reflect actual weights going in. Put on January agenda.
Christmas tree has been decorated in the Church. Outdoor tree deferred until 2026

25.163 Public questions (maximum 10 minutes)

Issues over flooding, drains and ongoing issues were discussed and hopefully the new VIA communication group will identify a solution for the long term. Leaf clearing may reduce the build up in the drains. Flood signs need putting out more swiftly than now. Physical intervention is not possible by the Parish Council. Road sweeping services could be more effective and better targeted.

25.164 Correspondence – resident ref parking Eakring Rd

Discussed and agreed as dangerous including a motorcycle accident that occurred recently. Police and Notts CC matter. Clerk to write to County Cllr ref Mickledale lane/Mickledale road (at Brookside garage) and Eakring Road near development.

25.165 To consider – To note that invoice from LK2 £7000 ex vat has been submitted for payment from the grant and re-imbursement received

Noted

To consider and appoint works NOT covered by the UKSPF grant as follows:

- Ground investigation £10,680 (only one supplier quoted) Evolve Geo
- M&E quotes (£16,615 recommended) CPW
- Structural Civil (£7,250 recommended) C2C
- BNG/Habitat/CEMP £800 total (only one supplier quoted) Paul Hickling Associates

Timeline for spend expected to span 25/26 and 26/27 budget years. £10k is in 25/26 budget. It was resolved to authorise the spend as set out above SK/BS

25.166 To consider – Inviting Cloudy IT to do a presentation on their services (SK)

It was resolved to invite them to attend on a January Monday evening (non Council meeting)

25.167 To consider – Authorise spend on Christmas tree decorations (SK) £33.97

Resolved to pay SK/CC

25.168 To consider – Free trees to be planted at sites in the village (BS)

Ongoing Cllr S Kemp will assist if required

25.169 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate
c. Budget and financial status
d. Invoices to be paid

The above were approved and noted SK/CC

25.170 To set the draft 2026/27 budget including proposed projects to be incorporated as follows:
Planting Scheme for War Memorial £530 (only one supplier quoted) (BS) **Resolved BS/SK**
Non UKSPF items in 25.163 above **proposed to be taken from reserves (loan balance ringfenced)**
£7,500 of Village Hall project funds to potentially be carried forward into 2026/27 towards surveys and works.
War memorial spend to be reduced to £5,000
Introduce a Chairman's allowance £250
Clerk noted that the precept information is not available at the moment
Clerk will amend the budget accordingly for formal approval

25.171 To discuss matters arising from the Local Government Reorganisation affecting the Parish and potential new opportunities/responsibilities.
Defer to next meeting

25.172 Summary of the meeting (time permitting, maximum 10 minutes)
Noted

25.173 To consider: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

25.174 Update (if available) on lease holder insurance reimbursement
Update given – the Heritage report that the current amount requested is unaffordable and an alternative sum was suggested. Clerk to forward Insurance comparison to all Councillors and the Heritage. Clerk advised that a majority of Cllrs and new information will be needed if a decision is to be re-visited within six months.
To be included in January agenda

25.175 Date of next meeting(s) 12th January 26, 9th February, 9th March
Noted

Bilsthorpe Parish Council

Minutes of the Meeting held on the 12th January 2026 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), C Cooper, K McAdam, D Brickles, D Mincher, R Stoneman**
Notts CC – Bruce Laughton
6 members of the public
Clerk & RFO- Susan Stack

25.176 Apologies for absence
B Costello, B Jackson, A Ward, B Stanley, R Holloway (NSDC)

25.177 Declarations of pecuniary and/or personal interest
C Cooper (Heritage trustee)

25.178 To approve the minutes of the meeting held on the 8th December 2025 **It was resolved to receive and approve the minutes (SK/KM)**

25.179 To receive updates on outstanding items (if available):
None

25.180 To note resignation of Cllr D Spence and confirm process commenced 15th December 2025
Noted – Advertisement will be issued 13th January in accordance with our policy

25.181 Reports from District and County Councillors
Paper to cabinet on A614 on which Cllr Laughton spoke and the scheme was agreed. VIA group meeting took place and feedback was that it went well with the intention of monthly meetings initially to keep on top of works. Cllr Mincher reported on actions agreed so far. Cllr Laughton asked to be kept informed of future meeting dates. Council tax setting process is under way.
Cllr Laughton will allocate some funds towards the graffiti cleaning and the Clerk will e-mail to formally request assistance of £400
LGR is following due process.

25.182 Reports from community groups and working parties

Speed Watch **Ongoing**	Community Hub Working Party (CHWP) **Will be attending the field later this week**
Flood Resilience Team (MP) **No report**	Village Hall Working Party (VHWP) **Have met with Sue Stock to look at funding for realistic plans/feasibility study and talking to other groups with similar halls for feedback**
VIA Group meeting (DM/KM/MP) **Some works are planned and the village capacity as a whole is being considered**	New trees Working Party (BS) **BS Not present**

25.183 Councillor reports
CC – Busy reporting lots of items on websites to expedite action
SK – attended the welfare event and met Bilsthorpe Fellowship. Has been trying to get local contact details including the Food Club. Reported a notice is in the Green Centre. Dealing with graffiti on Cromption Park and reported to the police. No information known. Conversation over Church Hill with local resident. Spoke to KA foods about leaving bread overnight will report elsewhere if required

25.184 Public questions (maximum 10 minutes)

St Margarets and Methodist Church present to discuss item 25.188. It was resolved that Item 25.188 be brought forward to allow full discussion.

25.185 Correspondence

- To receive the Play Area Inspections for Crompton Rd and Maid Marion Parks
  Noted
- To receive and note the Internal Auditor Report
  Noted
- To receive and note 2025 Litter Picking review
  Noted
- To receive and comment on Public Waste Bin Rationalisation
  Noted

25.186 To discuss – emergency action to remove Graffiti on Crompton Rd Park.

It was resolved to appoint NSDC up to £1,500 to carry out the work and sign a waiver. (SK/KM). It was noted that alternative suppliers were approached but unable to carry out the extensive work. A policy for any future offensive graffiti to go on next agenda for discussion

25.187 To consider – Changes to ENVA contract (from December meeting) update and discussion

The Clerk updated that our complaint is being dealt with. Clerk to add to February agenda to discuss duplicate bin emptying (NSDC/BPC). SK to contact BS to discuss)

25.188 To discuss – Bilsthorpe Fellowship presentation (SK)

John gave a presentation, They run a deliver foodbank, some health services and are wanting to bring existing services from Nottingham to the village. Bilsthorpe needs different types of help and they want to work with existing groups offering assistance. Food club at the Green – Thursday morning is their busiest times if assistance available. Shortage of storage at the Green can be an issue. Methodist Group have to hold their toddler group equipment in the same room and similar for fitness instructors, coffee and chat group and the WI. John was invited to attend Food Club one Thursday and the other local groups that meet there. SK to forward details of Scouts and the Bilsthorpe Villager details were passed on.

25.189 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
   Completed
b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate
   Completed
c. Budget and financial status
   Accepted
d. Invoices to be paid
   Agreed (SK/KM)

25.190 To discuss and approve – Community Hub (CHWP) quotations and Invoices for approval and to clarify procurement and recommendation procedures going forward

Cllr Mincher reported that approval is needed to re-visit the business plan for £1,500 by Mulhall . The FR's require 3 quotes but this is uneconomic due to work already carried out by Mulhall. This is an example of similar situations that are likely to arise during the process and procedures need to be agreed at February meeting.
It was resolved to accept quotation of £1,500 (DM/RS) to Mulhall.
The Clerk outlined the issue of "late" quotes that emerged following the December meeting prompting this discussion.

25.191 To set the final 2026/27 budget based on information submitted in December

£107,176.56 budget was set (SK/KM)

25.192 To set the precept for 2026/27 year based on the budget information

£107,176.56 was set as the precept (SK/KM)

25.193 To discuss matters arising from the Local Government Reorganisation affecting the Parish and potential new opportunities/responsibilities.

Deferred to next meeting with an explanation of what it is referring to

25.194 Summary of the meeting (time permitting, maximum 10 minutes)

The public in attendance was very much appreciated and welcome and that much of the business of the Council is circulated ahead of the meeting so that the Councillors are fully briefed and prepared to discuss.

The public were invited to give feedback, acknowledged that the behind the scenes work that takes place for local committees etc.

25.195 To consider: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

Resolved to exclude

25.196 To revisit decision making process and outcome on Insurance liability for the Heritage Centre following agreement of majority of Councillors and new information from Heritage Trustees

Councillor C Cooper left the meeting. Cllrs Steve Kemp (Chairman), K McAdam, D Brickles, D Mincher, R Stoneman all confirmed agreement to re-visit the decision.

A proposal had been received from the Heritage to pay £500. Following discussion it was resolved not to accept the proposal and to request the full amount as per October meeting and subsequent letter. Clerk to issue invoice accordingly.

25.197 Date of next meeting(s) 9th February, 9th March, 13th April, `11th May (APM), 8th June

To note that potential agenda items must be with the Clerk by 31st January 2026

Noted

Meeting closed 7.45pm

Bilsthorpe Parish Council

Minutes of the Meeting held on the 26th January 2026 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), B Jackson, C Cooper, K McAdam, Bryan Stanley, B Costello, R Stoneman, D Brickles, D Mincher**
12 members of the public
Clerked by Chairman

25.198	Apologies for absence **A Ward**
25.199	Declarations of pecuniary and/or personal interest **None**
25.200	Planning Obligation by way of unilateral undertaking **It was resolved to accept the unilateral undertaking**
25.201	Date of next meeting(s) 9th February, 9th March, 13th April, `11th May (APM), 8th June To note that potential agenda items must be with the Clerk by 31st January 2026 **Noted**

Meeting closed 18.45pm

Bilsthorpe Parish Council

Minutes of the Meeting held on the 9th February 2026 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), B Jackson, C Cooper, Bryan Stanley, B Costello, D Brickles, D Mincher, A Ward**
Notts CC – Bruce Laughton
NSDC – R Holloway
10 members of the public
Clerk & RFO- Susan Stack

25.202 Apologies for absence
Ross Stoneman

25.203 Declarations of pecuniary and/or personal interest
C Cooper, B Jackson, A Ward - Museum Trustees
B Stanley - Litterpicking

25.204 To approve the minutes of the meetings held on the 12th and 26th January 2026
It was resolved to approve the minutes of both meetings (SK/CC)

25.205 To receive updates on outstanding items (if available):
None

25.206 To note number of applications received to be Co opted onto Council in March 2026
The Clerk reported that two applicants have been received and in accordance with the Co-option policy details will be forwarded to Councillors following this meeting and both candidates will be invited to the March meeting.

25.207 Reports from District and County Councillors
R Holloway report – I am delighted to confirm the funding offer of up to 1.299m has now been made public, it is a massive boost for the project and for the village as a whole and shows a significant level of financial commitment from Newark and Sherwood DC. It cannot be underestimated that this is a significant milestone in the project
There will shortly be a new grant funding pot opened specifically for play parks with a maximum of £10,000 and 50% match funding element. I will update further when I know it is launched.
A new consultation document has just been released seeking views on Local Government reorganisation
I have a meeting with senior officers at NSDC to give them an update on progress for the Community hub building
I have a meeting on site at Crimpton Park with the leader of NSDC to gove them an update on progress for the Community hub building
I have a meeting on site at Crompton Park with the leader of NSDC Cllr Paul Peacock and the deputy leader Cllr Rowan Cozens. Cllr Cozens is keen to see the plans for the new Community hub and chat about the many benefits it will bring to the community as a whole.
B Laughton – congratulated Cllr Holloway and offered his support.
Pot holes – last winter £4.3m added for emergency repairs, there are approx. 5,000 category 1 awaiting fixing. They are a number of teams down. Advises that damage is reported and claims put in accordingly.
3.99% increase in precept from NCC

5% from Police
Awaiting Fire Service data

25.208 Reports from community groups and working parties

Speed Watch – **no update**

Flood Resilience Team (MP) **Ground surveys not favourable so funds put in by Parish Council's may not be used. May also lose additional funding but will try to retain £135k attained via the residents. No response from NSDC regarding use of developer funding. Cllr Laughton will contact Ross for an update.**

New trees Working Party (BS) – **Remove from agenda**

Village Hall working party **– Cllr Cooper reported that they have information that there is a grant that the Council can apply for to undertake a feasibility study – visiting local venues for useful information**
Spoken with other people regarding funding, advised that it should be eligible for Heritage Lottery funding

VIA Group meeting (DM/KM/MP)
Await next meeting date

25.209 Councillor reports
Flooding re-reported by e-mail (CC)
Security vans reported outside Wycarr Lees recently (CC)
Gazebo in Maid Marion has been spray painted (BJ)
Crompton Park has motorcycle tracks (BJ)
Defibrillators – reported that we currently have 3 Zoll AED units in the village, suggestion that we standardise to all Zoll units (AW). AW and SK to put together a formal proposal
Benches at the memorial has been installed and ground made good (SK)

25.210 Public questions (maximum 10 minutes)
Concerns regarding funding for Crompton Rd hub, the build cost and how will the Council will ensure that it can be met
Concerns on Crompton Rd entrance and impacts of additional traffic/parking
Concerns about ASB in potential empty car park
Concerns on loss of green space/football
Concerns that the plans are changing from how they were originally set out in the initial consultation
Request for inclusion of Crompton Rd residents in any future site meeting
Flooding on Kirklington Rd – continual not just during rain, with residential properties being affected

25.211 Correspondence

- To discuss concerns over dog mess on Maid Marion/Highfield Drive loop
  BS has spoken to local residents, seems to be same dog causing the issue in that area. It is also increasing generally throughout the village.
- To note response from ENVA concerning schedule and weights – no further action
  Noted
- To note receipt of Gas Certificate for Heritage Museum (issued April 25)
  Noted
- Update – request to Miners Welfare for Tractor insurance (no reply as yet).
  Clerk reported that this has now been received
- Confirmation of £600 plus VAT contribution from Notts CC for Summer 2025 has been authorised and invoiced 28.01.2026
  Noted
- Update - we are awaiting a quote for grass cutting for 2026 season (delayed due to staff shortages)
  Noted

25.212 To receive and consider current planning applications;

Application for permission in principle for proposed residential development for a minimum of 1 dwelling up to a maximum of 9 dwellings

Land West Of Eakring Road Bilsthorpe

Comment of concerns for facilities and infrastructure in the area.

Installation of dropped kerb and driveway.

93 Mickledale Lane Bilsthorpe NG22 8RF

No objections

25.213 To consider and amend membership to Working groups and or Committees (Crompton Rd Hub under separate agenda item)

- Committee – Personnel – RS DM SK **No changes**
- Committee – Finance – SK BC DM **No changes**
- Village Hall Working Group – CC KM **Add BJ and BS**
- Remembrance Working Group – CC BC **Add BS and AW**
- Emergency Plan Working Group - SK RS **Add BS**
- Designated responsibility Group Parks – KM BJ **No changes**
- Designated responsibility Group CCTV – SK **No changes**
- Designated responsibility Group VIA Liaison – DM KM MP **No changes**

To note that the Clerk will be sending to each group member the latest Terms of Reference which will require agreement with no changes or a revised document to be submitted by the group to the March 2026 meeting for consideration/approval

25.214 To discuss – any additional action to remove Graffiti/repaint shelter on Crompton Rd Park
It was resolved that the Shelter be repainted (SK to obtain quotes for anti graffiti painting)
Cllr Stanley reported that NSDC have dome some work but it is not good enough. Clerk reminded Cllrs that NSDC made clear they would do their best with their equipment. Cllr Kemp will speak to NSDC.

25.215 To consider – six month review of Litterpicking contract and set any extension period
Cllr Stanley left meeting for this item. Cllrs Kemp and Cooper were nominated to have a meeting to give and receive feedback. Resolved to extend contract by 6 months (SK/CC)

25.216 To consider – giving permission for a Skate event (no cost to Council) on 25th July
It was resolved to accept the offer (SK/CC)

25.217 To discuss – Matters concerning the Crompton Road Hub as follows:

- Approve draft letter of thanks for NSDC for funding allocation
  Approved (SK/CC)
- Approve draft letter to local businesses
  Plan is not clear- make bigger – Approved (SK/BS)
- Agree any press release (content and scope of release)
  Concern over recent third party press releases and their effect on other groups. Cllrs CC/DM to draft an appropriate response
- Note that £15,700 total plus VAT was paid to LK2 in January for RIBA 4
  Noted
- Note that £15,700 total LK2 invoice was received in January from UKSPF fund
  Noted
- Note that £1,028 has been paid to NSDC for the Unilateral undertaking
  Noted
- Note invoice received for £7,820 of the £10,680 agreed in Dec 25 from Evolve Geo for Ground investigation and is on the payment approval list for Feb 26
  Noted
- Discuss and approve any updates to the Unilateral undertaking for NSDC

No changes

- Agree process for advertising and considering quotations for Project Management
  Defer
- Agree administration responsibilities for the project (not under SS's remit)
  Resolved that the Chairman to approach Vikki to ask if she would be willing to use keep In touch days to administer the hub. (SK/DM)
- Consider any requested changes to membership currently RS SK KM BJ DM and Rhona Holloway of NSDC
  No changes
- Decide if the current Working Group will remain or convert to a Committee
  It was resolved to remain a Working Group (SK/CC)
- To agree Terms of Reference and request for Delegated powers to be granted
  No delegated powers requested
- To receive and comment on the Site Investigation works and report
  DM to ask for a summary report – one mis-identified road name. Defer to next meeting
- To receive and comment on updated group plan from Chris Morton
  Received with no comments (SK/CC)
  Noted - options for Cross St page – to be covered in Press release
- To receive and comment on Transport piece (if received)
  Not received - defer

25.218 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate
c. Budget and financial status
d. Invoices to be paid

All approved (SK/CC)

25.219 To discuss proposal to purchase additional .gov emails (up to 20) from Parish online for use of Councillors and to adhere to requirements of Assertion 10. Cost £160 first year then £260 thereafter. It should be noted that this is not a hardware contract as the Clerk's laptop is under warranty

It was resolved to appoint Parish Online (SK/BJ)

25.220 To consider setting a limit and budget per Councillor per year for IT support relating to Council work requirements from a reputable supplier of their choosing that will be re-imbursed upon receipt of invoices to the Clerk.

It was resolved not to proceed (SK/DB)

25.221 To decide if/how to dispose of old Councillors tablets (approx. 8)

It was resolved that tablets are returned at the next meeting for safe clearance before donation to local group. (SK/BJ)

25.222 Summary of the meeting (time permitting, maximum 10 minutes)

Clarification on road access and unadopted road issues were given.

25.223 To consider: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

Resolved (SK/DB)

25.224 To discuss insurance invoice - proposal by Heritage museum to make 8 payments of £255.38 (with two instalments being paid after February meeting), then monthly until September 26 when the £255.42 remainder be paid. This would bring us into line in time for the next insurance year. The Council would not charge interest.

Cllrs Cooper, Ward and Jackson left the meeting for this item

It was resolved to accept the offer (SK/DM)

25.225 To discuss any additional Lease issues arising

None

25.226 Date of next meeting(s) 9th March, 13th April, `11th May (APM), 8th June

To note that potential agenda items must be with the Clerk by 28th February 2026

Bilsthorpe Parish Council

Minutes of the Meeting held on the 9th February 2026 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), B Jackson, C Cooper, Bryan Stanley, B Costello, D Brickles, D Mincher, A Ward**
Notts CC – Bruce Laughton
NSDC – R Holloway
10 members of the public
Clerk & RFO- Susan Stack

25.202 Apologies for absence
Ross Stoneman

25.203 Declarations of pecuniary and/or personal interest
C Cooper, B Jackson, A Ward - Museum Trustees
B Stanley - Litterpicking

25.204 To approve the minutes of the meetings held on the 12th and 26th January 2026
It was resolved to approve the minutes of both meetings (SK/CC)

25.205 To receive updates on outstanding items (if available):
None

25.206 To note number of applications received to be Co opted onto Council in March 2026
The Clerk reported that two applicants have been received and in accordance with the Co-option policy details will be forwarded to Councillors following this meeting and both candidates will be invited to the March meeting.

25.207 Reports from District and County Councillors
R Holloway report – I am delighted to confirm the funding offer of up to 1.299m has now been made public, it is a massive boost for the project and for the village as a whole and shows a significant level of financial commitment from Newark and Sherwood DC. It cannot be underestimated that this is a significant milestone in the project
There will shortly be a new grant funding pot opened specifically for play parks with a maximum of £10,000 and 50% match funding element. I will update further when I know it is launched.
A new consultation document has just been released seeking views on Local Government reorganisation
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Cllrs Cooper, Ward and Jackson left the meeting for this item

It was resolved to accept the offer (SK/DM)

25.225 To discuss any additional Lease issues arising

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25.226 Date of next meeting(s) 9th March, 13th April, `11th May (APM), 8th June

To note that potential agenda items must be with the Clerk by 28th February 2026

Bilsthorpe Parish Council

Minutes of the Meeting held on the 9th February 2026 at Burton Court Bilsthorpe

Present: **Cllrs; Steve Kemp (Chairman), B Jackson, C Cooper, Bryan Stanley, B Costello, D Brickles, D Mincher, A Ward**
Notts CC – Bruce Laughton
NSDC – R Holloway
10 members of the public
Clerk & RFO- Susan Stack

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Ross Stoneman

25.203 Declarations of pecuniary and/or personal interest
C Cooper, B Jackson, A Ward - Museum Trustees
B Stanley - Litterpicking

25.204 To approve the minutes of the meetings held on the 12th and 26th January 2026
It was resolved to approve the minutes of both meetings (SK/CC)

25.205 To receive updates on outstanding items (if available):
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25.206 To note number of applications received to be Co opted onto Council in March 2026
The Clerk reported that two applicants have been received and in accordance with the Co-option policy details will be forwarded to Councillors following this meeting and both candidates will be invited to the March meeting.

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R Holloway report – I am delighted to confirm the funding offer of up to 1.299m has now been made public, it is a massive boost for the project and for the village as a whole and shows a significant level of financial commitment from Newark and Sherwood DC. It cannot be underestimated that this is a significant milestone in the project
There will shortly be a new grant funding pot opened specifically for play parks with a maximum of £10,000 and 50% match funding element. I will update further when I know it is launched.
A new consultation document has just been released seeking views on Local Government reorganisation
I have a meeting with senior officers at NSDC to give them an update on progress for the Community hub building
I have a meeting on site at Crimpton Park with the leader of NSDC to gove them an update on progress for the Community hub building
I have a meeting on site at Crompton Park with the leader of NSDC Cllr Paul Peacock and the deputy leader Cllr Rowan Cozens. Cllr Cozens is keen to see the plans for the new Community hub and chat about the many benefits it will bring to the community as a whole.
B Laughton – congratulated Cllr Holloway and offered his support.
Pot holes – last winter £4.3m added for emergency repairs, there are approx. 5,000 category 1 awaiting fixing. They are a number of teams down. Advises that damage is reported and claims put in accordingly.
3.99% increase in precept from NCC

5% from Police
Awaiting Fire Service data

25.208 Reports from community groups and working parties

Speed Watch – **no update**

Flood Resilience Team (MP) **Ground surveys not favourable so funds put in by Parish Council's may not be used. May also lose additional funding but will try to retain £135k attained via the residents. No response from NSDC regarding use of developer funding. Cllr Laughton will contact Ross for an update.**

New trees Working Party (BS) – **Remove from agenda**

Village Hall working party **– Cllr Cooper reported that they have information that there is a grant that the Council can apply for to undertake a feasibility study – visiting local venues for useful information**
Spoken with other people regarding funding, advised that it should be eligible for Heritage Lottery funding

VIA Group meeting (DM/KM/MP)
Await next meeting date

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Security vans reported outside Wycarr Lees recently (CC)
Gazebo in Maid Marion has been spray painted (BJ)
Crompton Park has motorcycle tracks (BJ)
Defibrillators – reported that we currently have 3 Zoll AED units in the village, suggestion that we standardise to all Zoll units (AW). AW and SK to put together a formal proposal
Benches at the memorial has been installed and ground made good (SK)

25.210 Public questions (maximum 10 minutes)
Concerns regarding funding for Crompton Rd hub, the build cost and how will the Council will ensure that it can be met
Concerns on Crompton Rd entrance and impacts of additional traffic/parking
Concerns about ASB in potential empty car park
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  BS has spoken to local residents, seems to be same dog causing the issue in that area. It is also increasing generally throughout the village.
- To note response from ENVA concerning schedule and weights – no further action
  Noted
- To note receipt of Gas Certificate for Heritage Museum (issued April 25)
  Noted
- Update – request to Miners Welfare for Tractor insurance (no reply as yet).
  Clerk reported that this has now been received
- Confirmation of £600 plus VAT contribution from Notts CC for Summer 2025 has been authorised and invoiced 28.01.2026
  Noted
- Update - we are awaiting a quote for grass cutting for 2026 season (delayed due to staff shortages)
  Noted

25.212 To receive and consider current planning applications;

Application for permission in principle for proposed residential development for a minimum of 1 dwelling up to a maximum of 9 dwellings

Land West Of Eakring Road Bilsthorpe

Comment of concerns for facilities and infrastructure in the area.

Installation of dropped kerb and driveway.

93 Mickledale Lane Bilsthorpe NG22 8RF

No objections

25.213 To consider and amend membership to Working groups and or Committees (Crompton Rd Hub under separate agenda item)

- Committee – Personnel – RS DM SK **No changes**
- Committee – Finance – SK BC DM **No changes**
- Village Hall Working Group – CC KM **Add BJ and BS**
- Remembrance Working Group – CC BC **Add BS and AW**
- Emergency Plan Working Group - SK RS **Add BS**
- Designated responsibility Group Parks – KM BJ **No changes**
- Designated responsibility Group CCTV – SK **No changes**
- Designated responsibility Group VIA Liaison – DM KM MP **No changes**

To note that the Clerk will be sending to each group member the latest Terms of Reference which will require agreement with no changes or a revised document to be submitted by the group to the March 2026 meeting for consideration/approval

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It was resolved that the Shelter be repainted (SK to obtain quotes for anti graffiti painting)
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25.215 To consider – six month review of Litterpicking contract and set any extension period
Cllr Stanley left meeting for this item. Cllrs Kemp and Cooper were nominated to have a meeting to give and receive feedback. Resolved to extend contract by 6 months (SK/CC)

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  Approved (SK/CC)
- Approve draft letter to local businesses
  Plan is not clear- make bigger – Approved (SK/BS)
- Agree any press release (content and scope of release)
  Concern over recent third party press releases and their effect on other groups. Cllrs CC/DM to draft an appropriate response
- Note that £15,700 total plus VAT was paid to LK2 in January for RIBA 4
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- Note that £15,700 total LK2 invoice was received in January from UKSPF fund
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- Discuss and approve any updates to the Unilateral undertaking for NSDC

No changes

- Agree process for advertising and considering quotations for Project Management
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a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
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33 members of the public
Clerk & RFO- Susan Stack

25.227 Apologies for absence
D Brickles, B Stanley, NSDC R Holloway

25.228 Declarations of pecuniary and/or personal interest
C Cooper, A Ward, B Jackson – Heritage Museum Trustees

25.229 To approve the minutes of the meetings held on the 9th February 2026
It was resolved to receive and approve the minutes (SK/AW)

25.230 To receive updates on outstanding items (if available):
None

25.231 To consider application to be co opted onto Council with effect from 10th March 2026
The applicant was not present – deferred (SK/CC)

25.232 Reports from District and County Councillors
Written report from NSDC Cllr R Holloway as follows:
District Councillor report March 2026
My apologies for tonight as I am unable to attend the meeting but here is a summary of information from NSDC
On Thursday 5th March at the Full Council meeting Newark and Sherwood District Councillors agreed a zero percent increase in their portion of the Council Tax for 2026/27. Nottinghamshire County Council, The Police and Fire Authority have all increased their portion of the Council Tax and so there will be an overall increase.
At February's Full Council meeting Newark and Sherwood District Councillors agreed an increase to the Council house rents of 4.8% effective from April,
I have been contacted by the Land Agent for the Owners of Wycar Leys land to discuss the plans for development of the site. I will be attending the consultation on 17th March at the Miners Welfare. I did ask him to get the owners to remove the fly tip that has been left on the land for some time and he said he would let the owners know.
Strawson's are keeping me in the loop around their planning application, this development is classed as being in Rufford Ward, however, Strawson's have said it is important to keep Bilsthorpe residents updated. They are currently working with Nottinghamshire County Council around possible flood mitigation measures for Mickledale close.
I am making NSDC Planning department fully aware of the cumulative impact of any new developments in our Village and to highlight the infrastructure improvements that will be needed if the planning Committee approve these applications. It will be difficult to resist further development due to the increase in Government Housing targets, so it is important to have early conversations around what S106 Developer contributions will be needed to support the village.
I have booked a fresh road sweep around the village following the recent wet weather. There are some issues that have been raised with me by residents, and these are currently being worked on with planned meetings with tenancy managers.

25.233 Reports from community groups (CG), working groups (WG) and designated responsibility Cllrs (DR)

- Speedwatch CG - **No report**
- Flood Resilience team CG (MPurdy) - **No further information**
- Village Hall WG (CC,KM,BJ,BS) **Information from Edwinstowe has been received and a list of uses that other halls are put to. Have quotes for surveying work that are being progressed ready to come to Council**
- Remembrance WG (CC,BC,BS,AW) **– First aid cover in place, BS getting quote for street closures from Miners Welfare to Cross Street to War Memorial and other arrangements will progress from there.**
- Emergency Plan WG (SK,RS,BS) **On hold**
- VIA Group DR (DM,KM,MPurdy) **Awaiting next meeting date from VIA.**
- Parks DR (KM,BJ) **Crompton Rd Fence posts are rotten, Motorbike marks all over the park and picture of vandalism as circulated at the meeting noted**
- CCTV DR (SK) **Working, checked weekly**

25.234 Councillor reports

Cllr Stoneman - attended meeting on hub
Cllr Ward - Defibs checked and working – putting together paper on standardising defibs to Zoll
Cllr Jackson - Flood Water was highest ever at Church Hill at the weekend
Cllr McAdam - Chasing pot holes and ensuring they are all logged and requesting road sweeps

25.235 Public questions (maximum 10 minutes)

Sweeping is creating pot holes in flooded areas
Microlites are flying over houses, invading privacy and creating noise
Request not to remove "Summary of the meeting (time permitting, maximum 10 minutes)" from future agendas

25.236 Correspondence

- Request from resident for additional dog bin (and background from BS)
  Between Allendale and The Crescent – Cllr Stoneman will contact resident – Defer for report
- Communication regarding Local Government reorganisation
  Noted

25.237 To receive and consider current planning applications;

Community Consultation on land off Mickledale Lane
Concerns over flooding effect, type of consultation, lack of notice to residents, pressure on Bilsthorpe facilities with no extra council tax. It was reported that all the details are on Council facebook and individual feedback encouraged
Community Consultation on land on Wycar Lees. Miners Welfare Social Club on 17th March.
Flyers circulated

25.238 To consider and adopt/re-affirm the following Terms of Reference

- Committee – Personnel – RS DM SK **None presented**
- Committee – Finance – To consider changing status to Designated Responsible Councillor group and set Terms of reference **Resolved (SK/KM)**
- Village Hall Working Group **Resolved (SK/KM)**
- Remembrance Working Group **Resolved (SK/KM)**
- Emergency Plan Working Group **None presented**
- Crompton Road Hub Working Group **Resolved (SK/KM)**
- Designated responsibility Group Parks **Resolved (SK/KM)**
- Designated responsibility Group CCTV **Resolved (SK/KM)**
- Designated responsibility Group VIA Liaison **None presented**

25.239 To consider – Litterpicking contract and feedback from meeting with the contractor.
Extended for additional six months (SK/CC)

25.240 To discuss – Matters concerning the Crompton Road Hub as follows:

- Approve draft letter to local businesses **Amend map resolution and add compass points to help identify better. Cllr Holloway creating list of recipients.**
- Agree any press release (content and scope of release) **Approved (SK/CC)**
- To formally sign (and have witness to) Planning Obligation by way of Unilateral undertaking for NSDC **Duly signed**
- Note that Vikki will be using KIT days to administer hub correspondence for the project **Noted**

25.241 To consider financial matters; to review and approve:

a. Bank Reconciliation – to be reviewed by one Councillor and signed as accurate
b. Previous month's invoices - to be reviewed by two Councillors and signed as accurate
c. Budget and financial status
d. Invoices to be paid

All approved (SK/KM)

25.242 To consider purchase of replacement (faulty) handset for Council mobile of the Clerk's choice (up to £100 ex vat) **Resolved (SK/KM)**

25.243 To decide on disposal of tablets **Defer until all received**

25.244 To consider the draft Asset Register for end of 2025/26 year **Updated and agreed**

25.245 To consider replacement fencing on Crompton Road park border (see picture) **Resolved that Cllr Stoneman will apply for quotations for a solid wood fence from suppliers**

25.246 To consider repair to roof adjacent to Heritage Museum (see pictures)
Cllr Stoneman to have it surveyed and obtain quotes. Resolved to give Cllr Stoneman delegated authority such that if cost is under £500 it goes ahead without being brought back to Council

25.247 To discuss – any additional action to remove Graffiti/repaint shelter on Crompton Rd Park
No update on graffiti painting – SK to chase up

25.248 To discuss – request to renovate original village sign and other matters by Methodist Group
The planning application for the building has been approved and so this project may not go ahead. Defer until additional information available

25.249 To consider removal of agenda item "Summary of the meeting (time permitting, maximum 10 minutes)" from future meetings
It was resolved to retain the item (SK/CC)

25.250 Date of next meeting(s) 13th April, 11th May (APM), 8th June, 13th July, 10th August, 14th September, 12th October, 9th November, 14th December
To note that potential agenda items must be with the Clerk by 2nd April 2026
Noted