

**Present:** Cllr's S Bishop, K Stanley, A Blazewicz-Bell, R Blazewicz-Bell, S White, S Gray, two members of the Public, Caretaker T Thomas and Clerk J Barlow were in attendance.

Having attended the required previous Parish Council meetings Sean White and Simon Gray were co-opted as Members (Parish Councillors) for the Annesley ward - after signing their acceptance of office they joined the meeting.

The meeting was chaired by Cllr S Bishop.

**1 Chair's Opening Remarks:**

The Chair welcomed everyone to the meeting.

**2 Apologies for Absence:** Cllr J Long

**3 Declarations of Personal & Prejudicial Interest:** None

**4 To accept the minutes of the meeting held on 7<sup>th</sup> July 2025 :** Minutes of the meeting were accepted as a true record of the meeting and signed by the Chair of the meeting.

**5 Matters Arising:**

5.1 Gate left open to Annesley and Newstead country park - site visit and meeting to be arranged.

5.2 Little Oak Plantation - new waste bin has now been installed.

5.3 The following policies were approved and adopted - Vexatious/Habitual Requests & Complaints, Dignity at Work, Information Technology, Financial Reserves, CCTV and Control of Substances Hazardous to Health Regulations (COSHH).

5.4 DBS checks have now been carried out for all relevant employees.

5.5 Proposal from Little Chicks to open a "Community Shop" at the Parish Hall - Little Chicks are to be invited to the October PC meeting to allow the Parish Council to obtain a greater understanding of the proposal.

5.6 Proposal from Little Chicks to site a storage unit within the grounds of the Parish Hall - Little Chicks are to be invited to the October PC meeting to allow the Parish Council to obtain a greater understanding of the proposal.

5.7 Parish Council secure storage facilities - it was agreed to look at the feasibility of locating a shipping container to the side of the hall. Proposal to be presented at the October PC meeting.

5.8 Quotes from HD Tree Services were approved and accepted for: removal of three trees in the Cemetery £1,500, removal of two oak trees and one silver birch in the Cemetery £2,450, work on two trees at the Parish hall and to pollard one tree at Byron Fields £1,400. All prices + VAT.

5.9 New .gov.uk e-mail addresses must be set up as soon as possible.

**6 Public Questions:**

6.1 None

**7 Members Items and ADC/NCC Report:**

7.1 Cllr A Blazewicz-Bell - Community litter pick to be held on Sunday 28<sup>th</sup> September 2025.

7.2 COSHH actions required - in conjunction with the Caretakers documentation to be prepared to improve procedures & processes and produce relevant risk assessments etc.

7.3 Pit Wheel information board - proposal to be prepared for improvements to the signage on the information board.

**8 Cemetery:**

8.1 Sometime during the 20<sup>th</sup> and 21<sup>st</sup> July 2025 Parish Council premises were broken into and a quantity of power tools and other items were stolen. The theft has been reported to the police and a crime reference number obtained, however if anyone has any information regarding this theft please report it to the Parish Council as soon as possible. The Insurers have now settled the claim.

**9 Parish Hall:**

9.1 Hall bookings were reviewed and agreed.

9.2 The Terms and Conditions of Hire for the Hall have been reviewed and updated and became effective from 1<sup>st</sup> August 2025.

9.3 Little Chicks have confirmed to Cllr S Bishop that they do hold the necessary food hygiene certificates and food registrations to prepare and sell food on the premises.

9.4 Little Chicks have confirmed to Cllr S Bishop that the current music licence held by the Parish Council for the premises is appropriate and that they will fully comply.

**10 Parish Plan Review:**

10.1 Parish Plan - relevant updates on progress were discussed and reported at the Parish Council meeting. The updated Parish Plan is available on the Parish Council website.

10.2 Quotes from AD Building & Joinery were approved and accepted for: digging and clearing out the French drain on the Middle Land £2,200 and installing eleven tanalised wooden posts and a metal service gate to stop illegal access to the Middle Land £1,940.

## **11 Report on External Meetings:**

11.1 None

## **12 Planning Applications:**

12.1 V/2025/0376 - 8<sup>th</sup> July 2025 - Unit 13A Turbine Surface Technologies Ltd, Little Oak Drive, NG15 0DR - Application to discharge biodiversity net gain informative of planning permission V/2024/0471.

12.2 V/2025/0389 - 8<sup>th</sup> July 2025 - Land at junction of Mansfield Road, Annesley - Application for approval of details reserved by condition 7-part (i) discharge of planning permission V/2022/0360 - archaeological written scheme of investigation.

12.3 V/2025/0348 - 11<sup>th</sup> July 2025 - 5, Recreation Road, NG15 0AE - Summer house, conservatory and car port.

12.4 V/2025/0392 - 22<sup>nd</sup> July 2025 - Little Oak Plantation, Forest Road, Annesley - Application for works to trees protected by TPO 283 - Elm - reduce by 15m to 5m high habitat pole, Sycamore - reduce by 15m to 5m high habitat pole, Norway Maple - reduce in height by 4m - 17-18m remaining following pruning and side - reduce Oaks by 2.8m to clear structure by 3m.

12.5 V/2025/0424 - 29<sup>th</sup> July 2025 - 7 Musters Mews, NG15 0AL - Single storey front, side and rear extension including new window opening to side elevation.

12.6 V/2025/0434 - 29<sup>th</sup> July 2025 - Chaworth Lodge, Mansfield Road, NG15 0AS, Application for the discharge of Condition 3 - samples - of planning permission V/2025/0330.

**No objections or comments were made on any of the planning applications above.**

## **13 Correspondence requiring attention:**

13.1 All relevant correspondence had been circulated to all Parish Councillors before the meeting.

## **14 Finance Statement and accounts for payment:**

The Clerk presented the monthly financial statements.

14.1 Payments approved were as follows:

| <b><u>Date</u></b> | <b><u>Payee</u></b>           | <b><u>Pay type</u></b> | <b><u>Value</u></b> | <b><u>Description</u></b>               |
|--------------------|-------------------------------|------------------------|---------------------|---|
| 06-Aug-25          | Boiler Room Digital           | DD                     | 46.00               | Web site maintenance                    |
| 20-Aug-25          | Ashfield District Council     | DD                     | 79.00               | Cemetery Business rates                 |
| 31-Aug-25          | Unity Trust Bank              | DD                     | 6.00                | Bank charges                            |
| 02-Jul-25          | Brian Adkin                   | BACS                   | 435.00              | Repairs to Moseley Road service track   |
| 07-Jul-25          | HD Tree Services              | BACS                   | 480.00              | Emergency work - storm damaged tree     |
| 15-Jul-25          | Ashfield Industrial Doors Ltd | BACS                   | 684.00              | Annual service of shutter doors/windows |
| 18-Jul-25          | Eternal Respect               | BACS                   | 275.00              | Cleaning miner's monument               |
| 21-Jul-25          | M Sherlock                    | BACS                   | 61.37               | Pit Tub planting                        |
| 22-Jul-25          | Water Plus Ltd                | DD                     | 36.72               | Hall water charges                      |
| 24-Jul-25          | PKF Littlejohn LLP            | BACS                   | 378.00              | 2024/5 external audit fee               |
| 25-Jul-25          | S Mounsey Flooring Ltd        | BACS                   | 2,298.40            | Replace Hall floor covering             |
| 28-Jul-25          | PD Thomas                     | BACS                   | 57.81               | Tools, Hub expenses, padlock, mileage   |
| 30-Jul-25          | Water Plus Ltd                | DD                     | 19.79               | Cemetery water charges                  |
| 01-Aug-25          | Clarkes Cemetery Services     | BACS                   | 1,155.00            | Contract                                |
| 01-Aug-25          | J Saint                       | BACS                   | 394.86              | Salary                                  |
| 01-Aug-25          | PD Thomas                     | BACS                   | 1,820.48            | Salary                                  |
| 01-Aug-25          | J Barlow                      | BACS                   | 1,589.80            | Salary & Adnin costs                    |
| 22-Aug-25          | Euro Office Ltd               | CC                     | 95.83               | Janitorial/stationery supplies          |
| 22-Sep-25          | Euro Office Ltd               | CC                     | 794.43              | Janitorial/stationery supplies          |
| 07-Sep-25          | HMRC                          | BACS                   | 965.18              | National Insurance & PAYE               |
|                    | <b>Total August</b>           |                        | <b>£11,672.67</b>   |   |
| 06-Sep-25          | Boiler Room Digital           | DD                     | 46.00               | Web site maintenance                    |
| 20-Sep-25          | Ashfield District Council     | DD                     | 79.00               | Cemetery Business rates                 |
| 30-Sep-25          | Unity Trust Bank              | DD                     | 6.00                | Bank Charges                            |
| 15-Aug-25          | PD Thomas                     | BACS                   | 30.50               | DBS check/certificate                   |
| 18-Aug-25          | AD Building & Joinery         | BACS                   | 2,400.00            | Work to meet fire regulations           |
| 19-Aug-25          | EON Next Energy               | DD                     | 78.60               | Gas bill                                |
| 19-Aug-25          | EON Next Energy               | DD                     | 615.25              | Electric bill                           |
| 21-Aug-25          | PD Thomas                     | BACS                   | 35.18               | Toilet repairs                          |
| 22-Aug-25          | Water Plus Ltd                | DD                     | 37.53               | Hall water charges                      |
| 26-Aug-25          | AD Electrical Services Ltd    | BACS                   | 342.00              | New external light & timer              |
| 01-Sep-25          | British Telecom plc           | DD                     | 223.06              | Telephone & Internet charges            |
| 01-Sep-25          | Clarkes Cemetery Services     | BACS                   | 1,155.00            | Contract                                |

|           |                        |      |                   |                           |
|-----------|------------------------|------|-------------------|---------------------------|
| 01-Sep-25 | J Saint                | BACS | 525.28            | Salary                    |
| 01-Sep-25 | PD Thomas              | BACS | 2,823.12          | Salary                    |
| 01-Sep-25 | J Barlow               | BACS | 1,717.61          | Salary & Admin costs      |
| 23-Sep-25 | Euro Office Ltd        | CC   | 69.82             | PPE equipment/consumables |
| 07-Oct-25 | HMRC                   | BACS | 1,353.76          | National Insurance & PAYE |
|           | <b>Total September</b> |      | <b>£11,537.71</b> |                           |

14.2 RCAN paid the 2025/6 "Wind Turbine Annual Community Funding" of £1,500 on 17<sup>th</sup> July 2025.

14.3 PKF Littlejohn LLP completed the external audit of the 2024/25 Financial Statements and Annual Governance and Accounting Return on 17<sup>th</sup> July 2025. No issues or recommendations were reported.

14.4 The 2025/26 NJC pay award has been agreed at 3.2% back dated to 1<sup>st</sup> April 2025, therefore the Clerks salary has been adjusted accordingly.

14.5 A summary of Income and Expenditure to date compared to Budget was sent out to all Parish Councillors on 17<sup>th</sup> August 2025.

**15 Statutory Compliance Checks:**

15.1 Children's Play Area and Skate Park - the Caretaker confirmed that a visual check had been completed.

15.2 Parish Hall - the Caretaker confirmed that all statutory compliance checks had been completed.

The meeting closed at 9.00pm.

The next Parish Council meeting will be held on Monday 6<sup>th</sup> October 2025 commencing at 7.00pm.

Signed..... Chair of Meeting

Date.....