

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

You are summoned to attend the next meeting of the Parish Council to be held on Monday 15th November commencing at 7pm. This meet will be held in the small hall of Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

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

The meeting can be accessed via Zoom: <https://us02web.zoom.us/j/84754283416> Meetings are being streamed online to make it easier for people to access. If there is a meeting you are interested in, you can watch it from the comfort of your home.

Marion Fox Goddard, Fernwood Parish Clerk, Tuesday 9th November 2021

A G E N D A

144. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press
145. Public Forum
146. Apologies for absence
147. Declarations of interest
148. Approval of the minutes of the last Parish Council meeting of 18th October 2021. To resolve to confirm the decisions made at this meeting.
149. Councillors' & Clerk's Reports
150. County Councillor and District Councillors reports
151. General Power of Competence: To confirm that the Council meets the eligibility criteria to exercise the General Power of Competence and resolve to adopt the power.
152. Finance
 - a. Bank reconciliation for the year to date to be noted
 - b. Items of income to be noted
 - c. Items of expenditure paid by Direct Debit/Standing Order to be noted and items of expenditure approved under delegated powers since the last meeting – to be noted
 - d. Items of expenditure for consideration
 - i. Radar speed signs
 - ii. Botanical Survey of the meadow
 - iii. Administration Assistant
153. Planning and Licensing
 - a. To consider the following applications:

21/02346/S73M	Phase 1B - Greater Fernwood Development Land North And East Of Existing Fernwood Development Fernwood Newark South Of A1 & West Of Railway Line Fernwood	Application to vary condition 02 to amend wording to add Plot 167 and approval of 3m barrier details (approved barrier detail and Plots 190, 192 and 193 remain unchanged) all as attached to planning permission 19/02125/RMAM
21/02349/HOUSE	7 Wisdom Close Fernwood Newark On Trent NG24 3WJ	Erection of porch (Retrospective)

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

21/01256/RMAM	Phase 3B - Greater Fernwood Development Land North and East Of Existing Fernwood Development Fernwood Newark South Of A1 & West Of Railway Line Fernwood, NG24 3WA	Reserved Matters Application for 242 Dwellings (Partial Re-Plan of 20/01306/RMAM and 18/00526/RMAM), Phase 3B Greater Fernwood	Grant Reserved Matters Major
21/00390/S73M	Land At Fernwood Meadows South, Great North Road, Fernwood	Application to vary condition 1 of planning permission 19/01053/RMAM to allow house type changes including to the front of the site (Plots 1-5 inclusive; Plot 318 and Plots 348-350 inclusive) and changes to approved material types.	Grant Section 73 Major Applications

154. [2021/22 Action Plan](#) Review and Discussion on Ideas for 'Welcome to Fernwood' signage

155. Policy

New Policy to be considered:

a. Investments Policy

Current Policies to be reviewed:

b. [Complaints Procedure](#)

c. [Internet Policy and Procedure](#)

d. [Memorials Policy](#)

156. To discuss and decide on whether to recruit an Administration Assistant for 15 hours per week

157. To discuss how the Council can work with the County Councillor

158. Fernwood Village Hall free usage request

159. Correspondence

- a. [Queen's Jubilee Beacon](#) – Council to consider whether the Parish Council should take part
- b. Email raising concern regarding cars parking on path on Goldstraw Lane
- c. Complaint regarding construction traffic on Dale Way
- d. Complaint regarding mud from construction traffic on Hollowdyke Lane



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 18th October 2021 at 7pm
Online meeting due to Covid isolation

Present: Parish Councillors: R. Cullen, D. Harrison, H. Micah, J. Newton, B. Smith
(Chair), J. Weale, M. Weale
Clerk: Marion Fox Goddard
District Councillor: K. Walker (lost connection during item 135)

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

131. Public Forum

No-one else joined the meeting.

132. Apologies for absence

County Councillor Lee and District Councillor Mison.

133. Declarations of Interest

None.

134. Approval of the minutes of the Parish Council meeting on 20th September 2021

The Parish Council minutes were approved as accurate record. Proposer: J. Newton, Seconder: D. Harrison, RESOLVED unanimously.

Councillor Smith to send a signed copy of the minutes to the Clerk.

135. Councillors & Clerk Reports

Councillor Cullen – Had attended the 'Highways South of Newark - Stakeholder Forum' and suggested that when we include Claypole Parish Council when we commence having liaison meetings with Persimmon Homes.

Councillor Newton – Raised concern with respect to how muddy Hollowdyke Lane is becoming. This led to the question being asked if all phases of the development are using the wheel wash on the Barratts side of the Barratt David Wilson Homes development now that they are building on both sides of Hollowdyke Lane. Cllr Cullen reported that Larkfleet are close to finishing their Environmental Impact Statement.

Councillor Micah – Had attended NHS Nottingham and Nottinghamshire CCG's COVID-19 vaccination briefing session.

Councillor Smith – Encouraged the Parish Councillors to come to the Fernwood Residents' Association open meeting which will be held on October 27th.

Clerk to write to Barratt David Wilson Homes to see if the wheel wash is being used for all their construction vehicles.

OCTOBER Clerk's report	Agenda Item
Village Hall transfer from Newark and Sherwood District Council (NSDC) to Fernwood Parish Council – close to completion. <i>Clerk and Cllr Weale to go to solicitors to do the final sign off.</i>	19/287b
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council –NSDC has confirmed the legal work is underway and we should have an update soon.	21/46c
Derry's woodland purchase – Searches have been ordered. Cllr Harrison and the Clerk have met with NSDC to discuss maintenance requirements – awaiting quote. Bin options – see item 137dii. Still need to find companies that can do a botanical survey.	21/30
Streetlamps that are out on the path between Dale Way and Rubys Avenue – At the last meeting the Council approved the NCC quote to inspect the lights (following the Parish Council request to quote for bringing them up to NCC standard) and for a contractor to repair the lamps. This work will be undertaken once the land is owned by the Parish Council.	20/114g 21/125di
Parish Council Meetings – The integrated solution for conducting hybrid meetings in the small hall is on order – we are hoping to have this in place for the November Parish Council meeting.	21/45 21/125 dii
Corner of Hollowdyke Lane/Phoenix Lane – still unclear who is responsible for what. Barratt David Wilson Homes (BDWH) have said they are not responsible for the dyke/area in front of the substation. Still awaiting land transfer plans from BDWH which may also shed some light on this. Residents Association Committee Member has said that FirstPort does clear the ditch from the outlet near the Great North Road to the bend on Hollowdyke Lane.	21/87e
Townhill Square/Cormack Lane adoptions –Townhill Square and the small path at the end of Cormack Lane that leads to Dale Way – BDWH are arranging the adoption with NCC.	21/87h
CCTV – New and replacement CCTV cameras have been installed around the village hall	21/125di
Youth Initiative – Service Level Agreement has been signed by the Parish Council. Clerk will apply for Covid-19 Recovery COVID-19 Partnership: Social Recovery Fund to contribute to the costs of this. Target Youth Club start date 28/1/22. <i>Cllr Cullen will join Fernwood Youth Partnership Meetings going forward.</i>	21/127
B6326 Road Safety – Councillor Cullen and the Clerk met with an NCC officer dealing with this. The proposal is to make the central refuge (on the B6326 close to the Tawny Owl) bigger and narrow the carriage way to make it safer for pedestrians/cyclists to cross there. When/if this is done is subject to the committee timetable of NCC and the final decision is with the County Councillors.	21/115e
New lock for the village hall front door has been installed on 20/9/21. <i>Clerk to issue keys to regular users.</i>	21/109di
Speed humps – Cllr Lee has been informed that on the hump on Dale Way outside number 34 the sets are being taken out and replaced with tarmac.	21/124

Request has been sent to NCC Cllr Lee to see if a sign can be added at the T junction at Plum way/Rubys Avenue to make it clear to lorries not to turn left. Awaiting feedback.	21/129
<p>Liaison Meeting held with Barratt David Wilson Homes, Larkfleet Homes and Via on 7/10/21. Key points to note:</p> <ul style="list-style-type: none"> • Marketing signage at the end of Hollowdyke Lane – has been removed • Improvements to the Goldstraw roundabout will be being completed from 18/10/21 to 19/11/21 • BDWH have removed signage down Hollowdyke Lane (20 mph/children crossing) as incorrect signage had been in place up to now. Via are working on plans for an advisory 20mph limit with yellow and black advisory signs (The Parish Council preference was for a 30mph enforceable limit as the 20mph advisory is not enforceable. However, County Councillor Lee's preference was 20mph advisory, so this is being proceeded with). • Via are working on a more suitable signage schedule to direct construction traffic to Hollowdyke Lane (rather than coming through central Fernwood) and liaising with both developers regarding the cost/implementation of this. Missing signs have been identified and Planning enforcement/Via notified. • Work required along Hollowdyke Lane to bring water to the Larkfleet site. The developers will work together to plan for this and keep the Parish Council informed. 	

136. **County Councillor and District Councillors Reports**

County Cllr Lee - Had sent an update prior to the meeting: Nothing further to report from my previous meetings all existing works are being followed up. I do have several meetings with the district and county council planners and highways to discuss the development stages of Fernwood and Middlebeck so I can fully understand what is going to be happening over the next 25 years.

District Cllr Mison - I can provide the following information I have received from South Kesteven District council last week regarding the fire at Long Bennington. An article has also appeared on the Grantham Journal website regarding the issue: 04 October 2021, Having reviewed the current available information and level of impact the Environment Agency, Lincolnshire Fire Service and South Kesteven District Council today agreed to develop plans to extinguish the waste fire at Fen Lane, Long Bennington. These plans will take into account measures to reduce the impact to the community, the environment, air quality, watercourses, and groundwater. Whilst we are developing plans we will continue to take actions to mitigate the impact of the fire. It is likely that extinguishing the fire will take several weeks, it will need to be done slowly and will be monitored closely. Public health advice will be provided by UK Health Security Agency (formerly Public Health England). Before this work commences the local community will be informed.

I spoke to the environment agency last week and they have requested that residents report health issues to them via a 24 hour help line. For any issues relating to odour or negative impacts on the environment, these include any health issues such as headaches, coughs, chest pains, runny nose please report it to the Environment Agency's Freephone 24-hour incident hotline on 0800 80 70 60. Reporting as many cases as possible will assist the EA to increase the urgency in dealing with this matter and any future legal cases, as I understand it there is a court case

pending. However as this is in an area covered by a different authority I do not have direct access.

137. Finance

- a. Bank reconciliation– noted.

Bank Reconciliation		Period Ending 30-Sep-21
Fernwood Parish Council		
Prepared by:	Marion Fox Goddard, Clerk	
Date:	04 October 2021	
Approved by:		
Date:		
Balance per bank statement as at 30-September-2021		
	£	Total £
TSB Current Account - Parish Council	£39,297.51	
TSB Reserve Account - Parish Council	£40,446.81	
Unity Trust - Parish Council	£64,354.96	
TSB Current Account - Village Hall	£3,082.62	
TSB Reserve Account - Village Hall	£7,173.20	
Unity Trust - Village Hall	£16,361.17	
Nationwide	£83,573.71	
Redwood	£85,000.00	
Virgin Money	£85,000.00	
Petty Cash	None held	
		424,289.98
Less: any unpresented cheques/BACS payments at 30-September-2021		£0.00
Add: any unbanked cash / cleared cheques at 30-September-2021		£0.00
Net bank balances as at 30-September-2021		<u>£424,289.98</u>
The net balances reconcile to the Cash book (receipts and payments)		
CASH BOOK		
Opening Balance	£324,564.58	
Add: Receipts in the year	£144,421.57	
Less: Receipts from 2020/21*	-£58.50	
Less: Payments in the year	£44,637.67	
Closing balance per cash book as at 30-September-2021	<u>£424,289.98</u>	
Ringfenced Amounts in the Parish Council Reserve Account/Nationwide		
CIL	£139,688.95	
	<u>£139,688.95</u>	

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

137 b. Income 2021/22	£
Regular Hire	7724.04
Other Hall Hire	3620.91
CIL	59,615.59
Precept	71619.00
Interest	241.21
Advertising income	430.00
Feed in tariff	768.86
VAT reimbursement	361.96
Total	144,381.57

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
Parish Council					
Apogee	Printing/copies	2.14	0.43	2.57	BACS
Boston Bulbs	Individual items – bulbs	57.78	11.56	69.34	CARD
Hopkins Solicitors	Legal Costs – Woodland purchase	1600.00		1600.00	BACS
J&M Weale (expenses)	Legal – proof of identity charge reimbursement	20.00		20.00	BACS
Liz's Garden Centre	Individual items – Plants				CARD
M. Fox Goddard	Expenses - Mileage	63.68		63.68	BACS
Post Office	Postage stamps	13.20		13.20	CARD
Primeprint	Printing: Gazette	425.00		425.00	BACS
Unity	Bank Charges	18.00		18.00	BACS
Zoom	Online meeting platform	11.99	2.40	14.39	BACS
Village Hall					
1&1	Email provider & domain	7.98	1.60	9.58	BACS
Crown	Utilities: Gas	197.39	9.88	207.27	BACS
H. Micah (expenses)	Legal – proof of identity charge reimbursement	10.00		10.00	BACS
J. Newton (expenses)	Legal – proof of identity charge reimbursement	10.00		10.00	BACS
JP Fire	Individual Items – fire extinguisher refill	27.50	5.50	33.00	BACS
M. Dickinson (expenses)	Individual Items – gutter guard/repairs	35.82	7.16	42.98	BACS
NSDC	Waste Collection	110.36	22.08	132.44	BACS
Ossian Online	Individual items – Cigarette bins	34.88	6.97	41.85	CARD
PK Pest Control	Individual items – Wasp nest removal	75.00		75.00	BACS
RB Wholesale	Cleaning suppliers	56.10	11.22	67.32	BACS
SSE	Utilities: Electricity	262.50	13.12	275.62	BACS
Unity	Bank Charges	18.00		18.00	BACS
Viking Electrical	5-year fixed testing and required repairs	1840.00	368.00	2208.00	BACS
Waterplus	Water	70.65		70.65	BACS

d. Items of Expenditure considered

Expenditure	Budget Area	Total £	Decision
i. Electrical work recommended in the 5 year Fixed Electrical Test	Electrical Maintenance	600.00	Unanimously agreed. Prop.: R. Cullen, Sec.: H. Micah
ii. 2 Bins and dog poo bin for woodland behind the nursery	Woodland: CIL ¹	2 x Sherwood™ Litter Bin with Hooded Top: 1151.78 Retriever 60™ Dog Waste Bin: 386.21	Unanimously agreed. Prop.: M. Weale, Sec.: D. Harrison Unanimously agreed. Prop.: R. Cullen, Sec.: J. Weale
iii. Design for village hall changing rooms adaptations/extension	Hall development: CIL ²	2700.00 (Substantial extension to the existing building into the car park area, including options for internal reconfigurations of existing building as required)	Unanimously agreed. Prop.: H. Micah, Sec.: D. Harrison

Clerk to organise purchase of these items/arrange item ii when the woodland has been purchased.

138. Planning**a. Planning applications considered:**

21/02156/TEL24	Grass Verge at Cross Lane Fernwood	Mast and associated supporting apparatus.	The Council had no objections to the changes in this application.
21/01256/RMAM	Phase 3B - Greater Fernwood Development Land North and East of Existing Fernwood Development Fernwood Newark South of A1 & West of Railway Line Fernwood	Reserved Matters Application for 242 Dwellings (Partial Re-Plan of 20/01306/RMAM and 18/00526/RMAM), Phase 3B Greater Fernwood	The Council had no objections to this application.

- b. Request for pre-application feedback for – Removal of 15m existing lattice tower at the end of Cross Lane, Newark, NG24 3JP (LIN0055) for proposed 20m EE slim street works street pole and associated supporting apparatus on the grass verge off Cross Lane, Newark, NG24 3JP - (as 21/02156/TEL24 above).

¹ Community Infrastructure Levy

² Community Infrastructure Levy

139. Village Hall Management

- a. The Council noted the Village Hall Management Group Minutes.
- b. The Council Unanimously agreed to close the Parish Council office and village hall from 24th December 2021 to 3rd January 2022 inclusive. Prop.: D. Harrison, Sec.: M. Weale

140. Personnel Committee

- a. The Council noted the Personnel Committee Minutes.
- b. The Council unanimously agreed to accept the Personnel Committee's recommendation to make no changes to the following policies/documents (Prop.: H. Micah, Sec.: R. Cullen):
 - i. [Sickness Absence Policy](#)
 - ii. [Grievance and Disciplinary Policy](#)
 - iii. [Antibullying and Antiharassment Policy](#)
 - iv. [Working Relationships between Councillors and Council Employees](#)
 - v. [Flexible working policy](#)
 - vi. [Management of stress in the workplace policy](#)
 - vii. [Capability procedure](#)

141. Discussion with respect to the road infrastructure around Fernwood

Cllr Weale reiterated his ongoing concerns with respect to the road infrastructure around Fernwood saying it will not be sufficient to serve all the new developments planned for the Parish; also, that the long-term closure of Hollowdyke Lane is the wrong decision (The Parish Council were against this when NSDC agreed this in 2017). The other Parish Councillors shared his concern but noted that the planning authorities had done calculations which indicate the roads will be sufficient (if the Southern Relief Road proceeds). The Council agreed to review this in 6 months time.

Cllr Harrison to keep a log of when Fernwood becomes gridlocked.

142. Correspondence

- a. Email regarding concerns regarding the Fernwood South Development – noted. Whilst the Council share some of the writer's concerns, the planning permission has already been granted so there is little the Parish Council can do at this stage. *Clerk to respond.*
- b. Email regarding Community Speed watch – Cllr Smith detailed that this is relatively easy to set up but does require several volunteers. *Clerk to contact NSDC again for full details.*
- c. Email asking the Council to look into the smell that Fernwood sometimes endures³ – the Council believe this is normal farming smells and advised that NSDC be contacted if the person believes otherwise. *Clerk to respond.*
- d. Newark and Sherwood District Council's street naming Policy – noted.
- e. Email from Cllr Lee regarding parking on Goldstraw Lane – noted.

³ The Parish Council understands this enquiry is not related to the fire at Long Bennington (see item 136)

- f. Nottinghamshire Historic Environment Record (HER) 2021 Questionnaire – *Cllr Harrison to respond.*
- g. Nottinghamshire County Council Consultation on Local Flood Risk Management Strategy 2021-2027 - no response required.
- h. Nottinghamshire Association of Local Councils AGM Invite – *Cllr Newton and the Clerk to attend.*

143. Review pay scale for the Parish Clerk and Responsible Financial Officer
Confidential Item

Meeting closed at 21:09.

Next Meeting Monday 15th November, 7pm Fernwood Village Hall

DRAFT

NOVEMBER Clerk's report	Agenda Item
Village Hall transfer from Newark and Sherwood District Council (NSDC) to Fernwood Parish Council – Councillors J and M Weale and I went to Hopkins Solicitors on 3/11/21 to sign the paperwork so the transfer is imminent.	19/287b
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – Clerk wrote to NSDC at the beginning of November as we have received no further correspondence. The legal work is still under negotiation between NSDC's solicitors and BDWH solicitors and NSDC has committed to giving the Parish Council an update w/c 8/11/21	21/46c
Derry's woodland purchase – Our solicitor reported last week that they are waiting for the Local Authority searches, and he would chase these. However, the deal has been delayed to changes in the legal team of the seller. With no further delays he was hopeful the deal could complete before Christmas. Awaiting maintenance quote from NSDC – this has been chased. Bin options will be ordered when the land has been transferred. Also, they light repairs and survey will be ordered once we have a transfer date in sight	21/30
Streetlamps that are out on the path between Dale Way and Rubys Avenue – At September meeting the Council approved the NCC quote to inspect the lights (following the Parish Council request to quote for bringing them up to NCC standard) and for a contractor to repair the lamps. This work will be completed once the land is owned by the Parish Council.	20/114g 21/125di
Parish Council Meetings – The integrated solution for conducting hybrid meetings in the small hall is on order but our supplier is struggling to obtain the components required. I will look at alternative options if he cannot give us an installation date soon.	21/45 21/125 dii
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH which may help with clarifying who is responsible for the area in front of the substation.	21/87e
Townhill Square/Cormack Lane adoptions — BDWH are arranging the adoption with NCC – BDWH have reported that they are waiting for formal confirmation from NCC, and this will be chased.	21/87h
Signage for the park – Competition entries have been received from Chuter Ede Fernwood, year 6 pupils. Suthers School has committed to sending their entries w/c 15/11/21.	21/98
Youth Initiative – Service Level Agreement has been agreed and signed. I have applied for Covid-19 Recovery COVID-19 Partnership: Social Recovery Fund to contribute to the costs of this. Target Youth Club start date 28/1/22. Update meeting due on 19/11/21	21/127
B6326 Road Safety – Update from October meeting: 'Councillor Cullen and the Clerk met with an NCC officer dealing with this. The proposal is to make the central refuge (on the B6326 close to the Tawny Owl) bigger and narrow the carriage way to make it safer for pedestrians/cyclists to cross there. When/if this is done is subject to the committee timetable of NCC and the final decision is with the County Councillors.' – Having seen the work being done during the current roadworks in this area, I think suggest that we need to talk to NCC again – as the current work is widening the road and the slip road. <i>Clerk to raise with NCC.</i>	21/115e
Village hall front door keys – the majority have been issued. The key safe code will be changed and only be used by monthly users and in emergencies.	21/109di
Speed hump — update has been requested on when the sets are being taken out and replaced with tarmac (Dale Way).	21/124

Request for signage at the T- junction at Plum way/Rubys Avenue – no feedback on whether NCC will add this - Update has been requested	21/129
<p>Liaison Meeting held with Allison Homes (AH) (was Larkfleet Homes) on 6/11/21. Key points to note:</p> <ul style="list-style-type: none"> • They are planning to start building the new roundabout off the B6326 in January – this will take approximately 8 weeks. Working with relevant agencies to see if this can be done at night to minimise disruption to road users. • Approximately 2 weeks worth of work is required on Hollowdyke Lane (HDL) to bring water to the site. HDL will still be able to be used for the majority of the works, but the work will cause some disruption. Estimated time required to completely close the road: 2 hours. • Good progress on the infrastructure has been made within the site. • Hedgehog highways were requested by the Parish Council. • Environmentally friendly features of the new builds: solar panels, rainwater harvesting, ducting in place to allow residents to install car charging points • Show home target date July 2022 as well as the first occupation. • At the end of the development (approx. 5-7 years) a wildflower meadow will be planted at the back of the site. There will also be twelve allotments. • First CIL payment to NSDC 14/12/21 • Management of open spaces is under discussion and AH will work with NSDC to deliver the Parish Council's aim of having this maintained/owned by local councils rather than a management company. • AH confirmed that they will contribute to the advisory speed limit signage on Hollowdyke Lane and improved directional signage for construction traffic on the B6326 but they had not heard of timescale for this. 	

Eligibility Criteria for a Council having the General Power of Competence (GPOC)

Item
151

The GPOC available to local authorities in England to do “anything that individuals generally may do”. It was provided for in the Localism Act 2011¹

There are 3 conditions² for eligibility that are set out in the Statutory Instrument:

- Resolution -The Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk
- Electoral Mandate³ - At the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted)
- Qualified Clerk⁴ - At the time that the resolution is passed, the Clerk must hold a recognised professional qualification⁵ and must have completed the relevant training, unless such training was required for the purpose of obtaining this qualification.

The resolution should be passed at every ‘relevant’⁶ annual meeting of the Council to confirm and reaffirm eligibility.⁷

¹ Localism Act 2011 Sections 1-8

² The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

³ Localism Act 2011, Schedule paragraph 2 (1) (a)

⁴ Localism Act 2011, Schedule paragraph 2 (1) (b) & (c)

⁵ The following qualifications are suitable: the Certificate in Local Council Administration; the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications. If the Clerk studied one of these qualifications before April 2012, then LO7 in the CiLCA Portfolio guide must be passed as a stand-alone module.

⁶ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012965) Paragraph 3 (2) (b) A ‘relevant’ annual meeting is the annual meeting of the Council after the ordinary election that normally takes place every four years.

⁷ Localism Act 2011, Schedule paragraph 1

**Bank Reconciliation
Fernwood Parish Council**
Period Ending 31-Oct-21
Prepared by: *Marion Fox Geddard, Clerk*
Date: 01 November 2021

Approved by:
Date:
Balance per bank statement as at 31-October-2021

	£	Total £
TSB Current Account - Parish Council	£15,683.82	
TSB Reserve Account - Parish Council	£60,457.76	
Unity Trust - Parish Council	£61,804.46	
TSB Current Account - Village Hall	£1,555.92	
TSB Reserve Account - Village Hall	£7,174.97	
Unity Trust - Village Hall	£16,618.70	
Nationwide	£83,573.71	
Redwood	£85,000.00	
Virgin Money	£85,000.00	
Petty Cash	None held	
		416,869.34
Less: any unpresented cheques/BACS payments at 31-October-2021		£0.00
Add: any unbanked cash / cleared cheques at 31-October-2021		£0.00
Net bank balances as at 31-October-2021		<u>£416,869.34</u>

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

Opening Balance	£324,564.58
Add: Receipts in the year	£147,443.08
Less: Receipts from 2020/21*	-£58.50
Less: Payments in the year	£55,079.82
Closing balance per cash book as at 31-October-2021	<u>£416,869.34</u>

Ringfenced Amounts in the Parish Council Reserve Account/Nationwide

CIL	£139,688.95
	<u>£139,688.95</u>

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

Agenda Item 152 - Finance

Item 152
b & c

b. Income 2021/22	£
Regular Hire	10,199.21
Other Hall Hire	4,140.78
CIL	59,615.59
Precept	71619.00
Interest	302.68
Advertising income	465.00
Feed in tariff	768.86
VAT reimbursement	361.96
Total	147,473.08

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
Parish Council					
	Salaries, HMRC, pension (October and November)			9,429.31	BACS
BNP Paribas	Copies and copiers (Quarter)	294.24	58.85	353.09	BACS
Amazon EU S.a.r.l UK Branch	Individual Items - Parish Council Stationery and bulb planter	36.98	7.40	44.38	CARD
Balderton Parish Council	Individual Items - Parish Council – Contribution to road closure costs	277.50		277.50	BACS
Barry Smith	Legal – proof of identity charge reimbursement (D. Harrison & B. Smith)	20.00		20.00	BACS
Hopkins Solicitors	Legal Fees – Village Hall ownership transfer	2252.50	442.50	2695.00	BACS
Marion Fox Goddard	Individual Items _ Parish Council reimbursement – Wreaths	53.97		53.97	BACS
NSDC	Trade Waste - Dog Poo Bins (6 months)	1456.00	291.20	1747.20	BACS
Ryan Cullen	Legal – proof of identity charge reimbursement	10.00		10.00	BACS
Zoom	Software/licences Online meeting platform	11.99	2.40	14.39	CARD
Village Hall					
Ionos by 1&1	Email provider & domain	17.97	3.59	21.56	BACS
Amazon EU S.a.r.l UK Branch	Individual Items - Village Hall – Drill battery	46.43	9.29	55.72	CARD
Brighter Bills	Utilities - Mobile Phones	30.43	6.09	36.52	BACS
Crown	Utilities - Gas	111.79	5.59	117.38	BACS
Modular Express Ltd	Individual Items - Village Hall – new tap for disabled toilet	308.32	61.67	369.99	BACS
PHS Group	PHS Waste	72.09	14.42	86.51	BACS
RB Wholesale	Cleaning - Products	136.27	27.25	163.52	BACS
Securetec	Maintenance Contract for CCTV	810.00		810.00	BACS
Viking Electrical	Electrical Maintenance	90.00	18.00	108.00	BACS
Waterplus	Water	59.65		59.65	BACS

d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
Radar Speed Sign	CIL	Various Quotes		
Botanical Survey of the Meadow	CIL	1218.00	243.60	1461.60
Assistant Parish Clerk staff costs (15 hours per week)	Salaries/Pensions/HMRC	9,600.00 per annum		9,600.00 per annum

Report to Fernwood Parish Council

To be considered on: November 15th 2021

Initial Findings on Vehicle Activated Signs

1. Introduction

- 1.1 Following residents raising concerns regarding the speed of traffic in Fernwood, the Parish Council added 'Investigate the provision of Interactive signs on Dale Way and Goldstraw Lane to encourage drivers to reduce their speed' to the 2021/22 Action Plan.
- 1.2 Approximately 4 years ago speed monitoring strips were placed on Goldstraw Lane and the number of speeding vehicles reported to be low.

2. Update

- 2.1 Four companies have been approached to give prices for their speed activated sign and see what types of signs are on offer. Two companies have provided information which can be found in Appendices 1 and 2. These quotes give an idea of what is available and costs.
- 2.2 County Councillor Lee has spoken of getting speeding tubes on the roads to assess the speed of the traffic again. I have requested an update on whether this is possible/has been done and asked if any results are available.
- 2.3 At this stage Via East Midlands and Nottinghamshire County Council officers have not been contacted as so far we have only explored what types of devices are available and costs. Should the Parish Council, decide this idea is worth pursuing, I will contact officers to understand their requirements and discuss how we can work together to deliver the signs.

3. Way Forward

- 3.1 Based on the initial findings, the Council is asked to consider how to proceed.

Option 1: Wait for evidence on how much speeding is an issue and get further quotes when we have evidence.

Option 2: Seek further quotes and proceed once we have enough quotes to meet the Council's Financial regulations and proceed with a purchase. Should the Council wish to proceed, the Council is asked to consider the fixed or portable option be preferred?



To: -
Marion Fox Goddard
Fernwood Parish Council
office@fernwood-pc.co.uk

05/11/2021

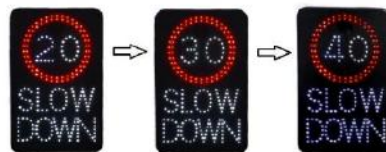
Our Ref JPQ11930

Dear Marion,

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

To Supply: -

- ◆ **Portable 20/30/40 with SLOW DOWN Legend beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign cover and bracket set for a cost of £2,625.00 each excluding VAT.**
 - **Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).**



Dimensions: 670mm x 430mm
Weight: 13kg
Weight: 23kg (including Lead Acid battery)

- ◆ **Portable Mini Speed Indicator Device (miniSID), battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign cover and bracket set for a cost of £2,625.00 each plus VAT.**
 - **Upgrade to Lithium batteries for additional cost of £200.00 excluding VAT. (40% more longevity, only 1.5kg).**



Dimensions: 450mm x 400mm
Weight: 6kg
Weight: 11kg (including Lead Acid battery)

- ◆ **Portable Speed Indicator Device (SID) with SLOW DOWN Legend beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign cover and bracket set for a cost of £2,800.00 each excluding VAT.**
 - **Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).**



Dimensions: 670mm x 430mm
Weight: 13kg
Weight: 23kg (including Lead Acid battery)



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Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE
Reg'd in Cardiff No: 4208260

- ◆ **Portable Speed Indicator Device (SID) with Smiley / Angry Face beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign cover and bracket set for a cost of £2,900.00 each excluding VAT.**

- Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).



Dimensions: 670mm x 430mm
 Weight: 13kg
 Weight: 23kg (including Lead Acid battery)

- ◆ **Portable Speed Indicator Device (SID) with 20mph/30mph/40mph roundel beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign cover and bracket set for a cost of £2,995.00 each excluding VAT.**

- Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).



Dimensions: 670mm x 430mm
 Weight: 13kg
 Weight: 23kg (including Lead Acid battery)

- ◆ **Portable Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign cover and bracket set for a cost of £3,175.00 each excluding VAT.**

- Upgrade to Lithium batteries for additional cost of £580.00 excluding VAT. (40% more longevity, only 4.5kg).



Dimensions: 690mm x 540mm
 Weight: 15kg
 Weight: 25kg (including Lead Acid battery)

OPTIONAL PORTABLE SOLAR POWER SYSTEM:

If you require your sign to be Solar Powered (portable) please add the below cost per sign.

- ◆ **10W Portable Solar Panel for a cost of £615.00 per sign excluding VAT.**



Solar Panel Dimensions:
 H 355mm x W255 x D34mm
 Solar Panel Weight: 3.3kg



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DATA COLLECTION OPTION

- ◆ **Data Collection Unit (USB Lead to PC Download) for a cost of £250.00 per sign excluding VAT.**
- ◆ **Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version, App download required from Google Play Store) for a cost of £350.00 per sign excluding VAT.**

OPTIONAL EXTRAS:

- ◆ **Additional bracket sets for a cost of £50.00 per set excluding VAT.**
- ◆ **Additional bracket for Solar Panel for a cost of £140.00 each excluding VAT.**
- ◆ **Combination Padlocks (pack of 3) for a cost of £29.95 per pack excluding VAT.**
- ◆ **Additional Lead Acid Battery 12v – 14Ah (suitable for MiniSID only) for a cost of £60.00 each excluding VAT.**
- ◆ **Additional Lithium Battery 12v – 10Ah (suitable for MiniSID only) for a cost of 180.00 each excluding VAT. (40% more longevity, only 1.5kg).**
- ◆ **Additional Lead Acid Battery 12v – 34Ah for a cost of £80.00 each excluding VAT.**
- ◆ **Additional Lithium Battery 12v – 35Ah for a cost of 370.00 each excluding VAT. (40% more longevity, only 4.5kg).**

IMPORTANT INFORMATION REGARDING PORTABLE SOLAR SYSTEM

We suggest four weeks in one location before changing batteries and moving the device. Even if the unit is still operational, swap the battery to ensure regular charging cycle for both.

- **All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.**
- * Batteries include manufacturers ONE-year warranty**

At present we could deliver the above products within approximately 6 – 8 weeks (excluding 2 weeks closure over Christmas) from receipt of written Official Purchase Order.



This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,
Joanna Pilarska

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Reg'd in Cardiff No: 4208260

To: -
 Marion Fox Goddard
 Fernwood Parish Council
office@fernwood-pc.co.uk

05/11/2021

Our Ref JPQ11931

Dear Marion,

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

We are pleased to offer installation during normal working hours to your pre-wired poles for mains powered option or pre-installed poles for solar powered option.

- ◆ **Mini Speed Indicator Device (miniSID), mains powered for a cost of £2,300.00 each excluding VAT.**



- ◆ **Speed Indicator Device (SID) with SLOW DOWN Legend beneath, mains powered for a cost of £2,500.00 each excluding VAT.**



- ◆ **Speed Indicator Device (SID) with Smiley / Angry Face beneath, mains powered for a cost of £2,600.00 each excluding VAT.**



- ◆ **Speed Indicator Device (SID) with 20mph/30mph/40mph roundel beneath, mains powered for a cost of £2,695.00 each excluding VAT.**



- ◆ **Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath, mains powered for a cost of £2,875.00 each excluding VAT.**



SOLAR POWER (if you require your sign to be solar powered)

- ◆ **70w SOLAR POWER**

Please add an additional cost of £1,155.00 per sign excluding VAT.

- ◆ **All of our fixed signs come complete with our comprehensive SIX-YEAR WARRANTY which covers everything except vandalism, impact damage and theft.**

DATA COLLECTION OPTION

- ◆ **Data Collection Unit (USB Lead to PC Download): £250.00 per sign excluding VAT.**
- ◆ **Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version, App download required from Google Play Store): £350.00 per sign excluding VAT.**



OPTIONAL EXTRAS:

- ◆ **PM Air Quality Monitor (PM1, PM2.5, PM10, Temperature, Humidity, Pressure and Wind) including 3-year subscription service for remote access, mounted onto the rear of any mains powered sign above for a cost of £1,150.00 excluding VAT.**

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Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE
Reg'd in Cardiff No: 4208260

- ◆ **Gas Air Quality Monitor (PM1, PM2.5, PM10, NOx Gas, Temperature, Humidity, Pressure and Wind) including 3-year subscription service for remote access, mounted onto the rear of any mains powered sign above for a cost of £1,750.00 excluding VAT.**
- ◆ **Removal and Disposal of Non-Westcotec signs for a cost of £150.00 per sign excluding VAT.**
- **Please be advised that traffic management (if required) is to be supplied by others.**
- **A MEWP (Cherry Picker) may be required if ladders can't be used and needs to be supplied by others.**

IMPORTANT INFORMATION REGARDING MAINS POWER: -

Our mains powered signs will require a double pole single fuse isolator fitted within the base compartment of the column prior to installation. When using a street lighting column, a double pole twin fused isolator is required.

IMPORTANT INFORMATION REGARDING SOLAR OR SOLAR/WIND POWER: -

Please note that all 'Alternative Energy' systems have a finite amount of power and in extended adverse weather conditions, the sign may temporarily shut down.

The built-in low voltage disconnect system is designed to protect the batteries from damaging total discharge, and allows the sign to switch back on once the conditions improve and the batteries recharge to a suitable level.

Please ensure the solar panel has a clear, unobstructed view of the sun, otherwise the performance will be impaired.

Our solar or solar/wind powered signs may require a larger diameter and taller post than mains powered signs. Please take this into consideration before ordering or installing your post and if you require any assistance or advice we are here to help.

At present we could deliver the above products within approximately 6 – 8 weeks (excluding 2 weeks closure over Christmas) from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.



Please do not hesitate to contact me if you require any further information and I will be happy to help.



Best Regards,

Joanna

Joanna Pilarska, Sales & Marketing



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Reg'd in Cardiff No: 4208260

To: -
Marion Fox Goddard
Fernwood Parish Council
office@fernwood-pc.co.uk

05/11/2021



Our Ref JPQ11932

Dear Marion,

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

We are pleased to offer installation during normal working hours to your pre-wired poles for mains powered option or pre-installed poles for solar powered option

- ◆ **300mm Diagram 670 20/30/40MPH Speed roundel, mains powered for a cost of £1,975.00 each excluding VAT.**



- ◆ **Diagram 670 (any speed) Speed Sign, mains powered:**
 - 450mm for a cost of £2,300.00 each excluding VAT.
 - 600mm for a cost of £2,500.00 each excluding VAT.



- ◆ **Diagram 670 (any speed) Speed Sign, corner amber flashers, mains powered:**
 - 450mm for a cost of £2,500.00 each excluding VAT.
 - 600mm for a cost of £2,650.00 each excluding VAT.

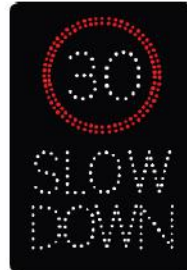


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- ◆ **Diagram 670 (any speed) Speed Sign with SLOW DOWN Legend beneath, mains powered:**

- 300mm for a cost of £2,100.00 each excluding VAT.
- 450mm for a cost of £2,500.00 each excluding VAT.
- 600mm for a cost of £2,750.00 each excluding VAT.



- ◆ **Diagram 670 (any speed) Speed Sign with SLOW DOWN Legend beneath, corner amber flashers, mains powered:**

- 450mm for a cost of £2,750.00 each excluding VAT.
- 600mm for a cost of £2,900.00 each excluding VAT.



SOLAR POWER OPTIONS:

If you require a solar powered device then please add the below cost onto the desired sign: -

- ◆ **70w SOLAR POWER (600mm signs and below)**
Please add an additional cost of £1,155.00 per sign excluding VAT.

- ◆ **100w SOLAR POWER (750mm signs and above)**
Please add an additional cost of £1,490.00 per sign excluding VAT.

- ◆ **SOLAR & WIND POWER**
Please add an additional cost of £2,500.00 per sign excluding VAT.

- All of our fixed signs come complete with our comprehensive **SIX-YEAR WARRANTY** which covers everything except vandalism, impact damage and theft.



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OPTIONAL EXTRAS:

- ◆ **Data Collection Unit (USB Lead to PC Download) for a cost of £250.00 per sign excluding VAT.**
- ◆ **Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version, App download required from Google Play Store) for a cost of £350.00 per sign excluding VAT.**
- ◆ **PM Air Quality Monitor (PM1, PM2.5, PM10, Temperature, Humidity, Pressure and Wind) including 3 year subscription service for remote access, mounted onto the rear of any mains powered sign above for a cost of £1,150.00 excluding VAT.**
- ◆ **Gas Air Quality Monitor (PM1, PM2.5, PM10, NOx Gas, Temperature, Humidity, Pressure and Wind) including 3 year subscription service for remote access, mounted onto the rear of any mains powered sign above for a cost of £1,750.00 excluding VAT.**
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Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

ordering or installing your post and if you require any assistance or advice we are here to help.

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This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,

Joanna

Joanna Pilarska, Sales & Marketing.





Westcotec has grown to become one of the industry leaders in Vehicle Activated Signs (VAS).

We strive on innovation and endeavour to manufacture effective systems to suit any situation.



Our products are designed in house and manufactured in our workshop which is located in Dereham, Norfolk.

The majority of the components we use are sourced locally where possible.



You will most likely find that our products are more expensive than other suppliers and this has always been the case since the company was founded in 2001.

We firmly believe in building up to a high quality rather than down to a price to ensure that the specifications are met and, in our case exceeded.

Once a sign is installed, it becomes a prominent feature within the community which is why we have been so successful with our quality products and high levels of service provided to reduce the amount of any down time.



Westcotec are proud to announce accreditation to the **Made in Britain organisation**. The official mark will be used throughout branding and placed on the products themselves.

Chris Spinks, managing director at Westcotec, told Made in Britain, "We are delighted to have been accepted to Made in Britain and are very proud to have this accreditation. We do our best to source UK made components and work with UK companies in the development of our products. This is not always possible but we strive to maximise this philosophy when we can."



All Westcotec signs are built to the latest European standards (they will still be in place after Brexit!) EN12966 optical performance, TOPAS Approval and TUV test house CE certification which is a legal requirement for all fixed signs that are installed on the highway.

Portable signs will be adopting this standard so please make sure you cover yourselves and ensure companies supply you with their certification to cover this.



We offer our portable signs with a **THREE-YEAR WARRANTY**. All of our fixed signs come with a **SIX-YEAR WARRANTY**, they are manufactured in the same way as portable signs.

The only reason the warranty is reduced on the portable devices is down to the way the signs are handled being out of our control.



We deal with every county in the country, including individual parish councils, community groups, Speedwatch groups and private firms.

If we reduced prices on a customer by customer basis, we would lose credibility.



In 2018, the founder of Westcotec decided to make the business an **employee owned company**, with employees able to share in the companies success.

Appendix 2

02/11/2021, 14:56

Quote From Start Safety UK

Start Safety UK
Unit 30 North Bank
Berryhill Industrial Estate
Droitwich Spa
WR9 9AU
United Kingdom



Tel: 01905 794 875 | Email: sales@startsafety.uk
VAT Reg No: GB 970779374

Marion Fox Goddard
Fernwood Parish Council
Fernwood Village Hall
Rubys Avenue Fernwood
Newark
Nottinghamshire
NG24 3RS

QUOTATION

Quote No: 185378

Quote Date: 02 Nov 2021 14:53

Your Quote No:

Account Ref:

Quantity	SKU	Description	Unit Price	Net Amount
1		Battery Powered SID	£0.0000	£0.00
1	14904-GR	SID Vario - Radar Speed Sign Inc Fixings, Battery, Charger, 2 Year Warranty, Android App <i>Colour: Green/Red</i>	£2795.0000	£2795.00
1		Solar Powered SID	£0.0000	£0.00
1	15896-GR	SID Vario Solar Powered - Radar Speed Sign Inc Fixings, Battery, 2 Year Warranty, Android App <i>Colour: Green/Red</i>	£3161.2900	£3161.29
1		Possible Additions	£0.0000	£0.00
1	14905	SID Vario Spare Battery	£77.3300	£77.33
1	14907	SID Vario Spare Mounting Brackets	£78.5700	£78.57
1		Shipping	£40.1500	£40.15

Subtotal £6152.34

VAT @ 20% £1230.47

Total £7382.81

Paid to date £0.00

[Pay Now Online](#)

Deliver to:

Fernwood Parish Council
Fernwood Village Hall
Rubys Avenue Fernwood
Newark
Nottinghamshire NG24 3RS

Please make cheques payable to Start Traffic Ltd or [Pay Now Online](#)

Sort Code: 40-19-27 - Account No: 61483889

IBAN: GB65HBUK40192761483889

BIC: HBUKGB4129N

Ltd. Co. Reg. 6896587

Validity: This quote is valid for 30 days from the date issued unless otherwise specified.

Start Safety is a trading name of Start Traffic Ltd

Please read our terms and conditions here: startsafety.uk/terms-conditions



Start Safety



Start Safety



FEE PROPOSAL
Preliminary Ecological Appraisal
Land at Fernwood, Newark

Our Ref: FP211109 Client: Fernwood Parish Council Issued by: J Brickland On: 08/11/2021

ISO9001	QMF 18	Issue 3	Reviewed 07/06/18
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1 ABOUT PEAK ECOLOGY

Peak Ecology Limited is a specialist ecological consultancy based in the East Midlands, which allows easy travel to all parts of the UK. Our highly qualified team has extensive experience of carrying out habitat surveys and site assessments, mitigation design and development licensing for protected species.

Our client base includes local authorities, government agencies, planning consultants and architects, energy companies and NGOs and we have worked on projects ranging from individual barn conversions to major infrastructure developments. Some examples of recent relevant projects are provided below:

- **The Samling Hotel, Windermere, Cumbria** - A Preliminary Bat Roost Assessment and Nocturnal Bat Surveys were undertaken for the re-development of existing buildings on site.
- **Springbank Mill, Nelson, Lancashire** - A Preliminary Ecological Appraisal, Preliminary Bat Roost Assessment and Nocturnal Bat Survey were undertaken for the installation of new machinery on site.
- **Barn in Ashover, Derbyshire** - A recently re-roofed barn proposed for conversion was surveyed for presence of roosting bats, of which none were recorded. Due to the negligible bat roosting opportunities provided by the building, works were advised to proceed with caution but without an EPS mitigation licence from Natural England.

2 OUR APPROACH

2.1 Scope of Project

It is our understanding that a Preliminary Ecological Appraisal (PEA) is required on land in Fernwood, Newark, NG24 3JR.

Further to an email from Marion Fox Goddard, we believe that, at some point since 2002 certain rare grass/plant species may have been planted on this site as part of a mitigation plan for a previous planning application on nearby land. Consequently, it is our recommendation that the survey work is undertaken in May 2022, which would enable an experienced botanist to determine the true botanical value of the site. If a survey was undertaken during the winter certain species may be missed and a second survey visit during the warmer growing season would be required. Further details are provided below.

2.2 Preliminary Ecological Appraisal (PEA)

2.2.1 Desk Study

A background search will be made for information regarding designated sites and protected/notable species and habitats within the vicinity of the site. This will involve carrying out a Site Check Report using the free online Magic.gov.uk website and obtaining data from Nottinghamshire Biological and Geological Record Centre (NBGRC), the cost of which is

approximately £150.00+VAT. This has been included within the fees quoted. The data will be analysed and relevant records will be included in the survey report.

In some cases, parish councils have arrangements with the local record centre and can obtain data free of charge. If this is the case for Fernwood Parish Council then the data cost would be removed from any subsequent invoice.

2.2.2 Site Visit

Phase 1 Habitat Survey

The survey will comprise a walkover of the site to map the habitat types present based on the identification of individual plant species, in accordance with the UK Habitats list. The client should be aware that under the forthcoming Environment Act a Biodiversity Net Gain Calculation will be required with every planning application. Some Planning Authorities are requesting a BNG calculation even before the Environment Bill is passed and this could be the case. It is recommended that the client discusses this directly with Newark and Sherwood District Council. A BNG calculation has not been included in the costs at this stage.

Any features of particular ecological interest will be recorded as target notes on a site plan, including any evidence of invasive plant species.

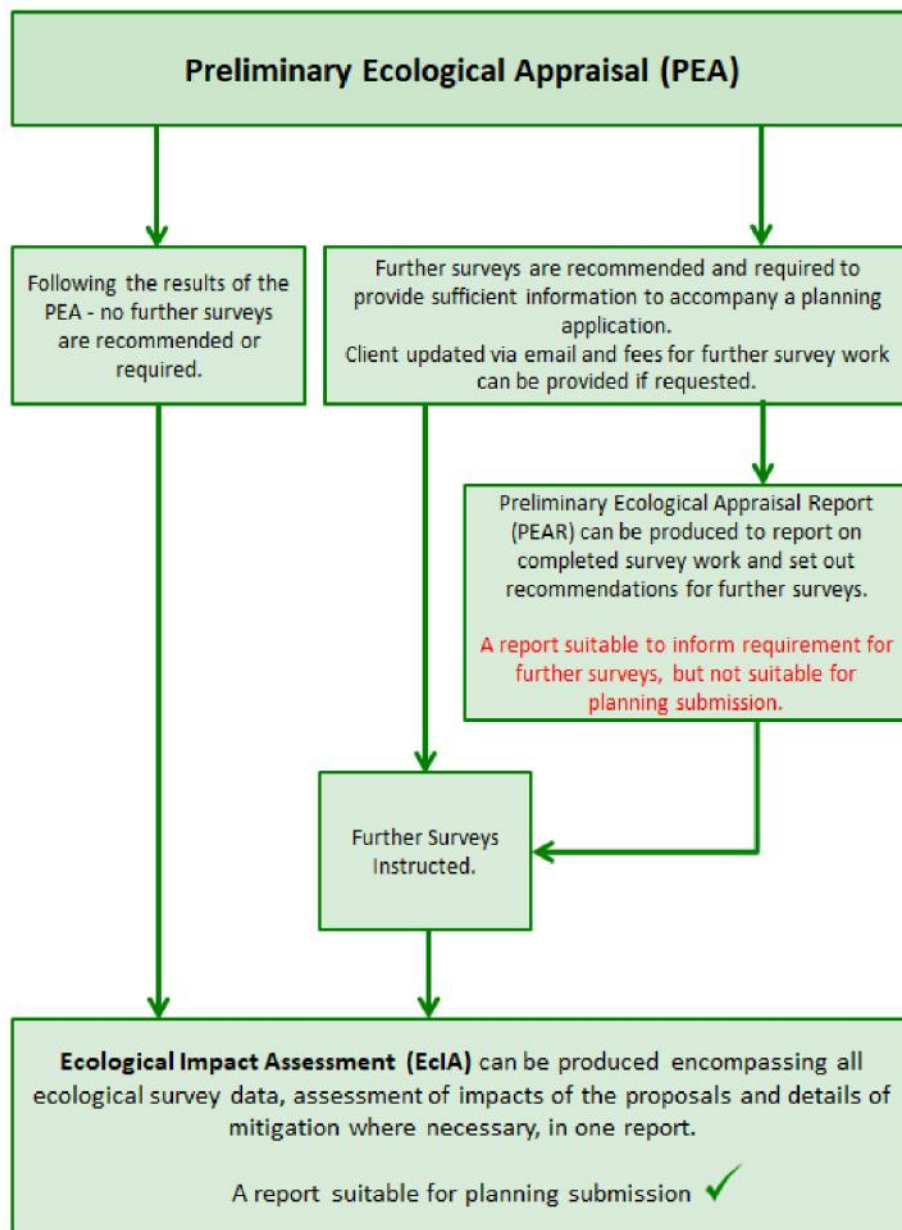
The surveyor will also carry out an assessment of habitat suitability for protected and priority species and any field signs and potential roosting sites/resting places of individual species will be noted including, birds, reptiles, and amphibians (such as great crested newts (GCN), *Triturus cristatus*).

Preliminary Bat Roost Assessment (PBRA)

It is our understanding that there are no buildings on site and therefore a PBRA will not be required. Any trees will be assessed for bat roost potential from ground level.

2.3 Reporting

In order to comply with recent updates in technical guidance for ecological report writing, as outlined by the industry's professional body (CIEEM), the submission of an Ecological Impact Assessment (EclA) is now recommended as part of the planning process. Therefore, there are different options regarding reporting depending on the outcome of the PEA. The flow chart below summarises the options we provide at Peak Ecology to make the planning application as simple as possible:



Both PEAR's and EclA's will include the following:

- Introduction, including scope of work and planning and/or legislative context;
- Full details of survey methods, including dates, times and weather conditions of site visits where relevant;
- Names and qualifications of surveyors, report author and reviewer for quality assurance purposes;

- Results of desk study and fieldwork, including photographs and annotated site plan, and
- Evaluation and interpretation of results, including discussion of any limitations to the work undertaken.

The difference in the two reports will be in the final sections; the PEAR will include outline recommendations for further survey work whereas the EclA will fully assess the impact of the proposals and provide appropriate mitigation.

The report will be provided in pdf format by email.

2.4 Timescale

If instructed Peak Ecology will carry out the site visit at such a time as agreed with the client. The report will be issued within two weeks of completing the fieldwork, provided all necessary information such as site plans and desk study data has been received. It should be noted that desk study data is usually available within ten working days of submitting a request to the ecological records centre and the time taken to receive this data is outside of the control of Peak Ecology.

Preliminary Ecological Appraisals can be undertaken at any time of year; however, as we are aware of the potential botanical interest on site we are recommending that the survey work is undertaken in May 2022. The work could be undertaken prior to this date but a second visit would then be required before the report could be submitted for planning. Other survey work may also be required. If there are any ponds in the wider area then an earlier visit may be pertinent to ensure that potential great crested newt issues have been properly considered, we anticipate the client informing us of any nearby ponds.

3 **COSTINGS**

Our proposed fees for this project are as follows:

Task		Cost (£)
PEA Process	Desk study (including cost of data and analysis)	£226.00
	Site Visit (including expenses)	£378.00
Reporting (including mapping and Quality Assurance)		£614.00
Total (excluding VAT)		£1,218.00

Fees will be invoiced upon issue of the report. Our payment terms are 28 days from the date of the invoice. If this presents an issue for you, please don't hesitate to contact us as soon as possible to discuss.

Any additional work beyond the scope of this quotation such as meetings, follow-up surveys for individual protected species, DNA analysis for species identification or licence applications to Natural England may be organised subject to the agreement of additional fixed fees or on an ad hoc basis billed at an hourly rate plus expenses.

4 **INSTRUCTION**

Please read this proposal carefully as it will form the basis for our contract of work (our Terms and Conditions are included at the end of this document). If you would like us to undertake the works as described please send us the following:

- Completed 'Instruction to Proceed' form (attached in the Fee Proposal email from Peak Ecology);

OR all of the information below

- Written/email confirmation that you agree to the scope of work and costs described (please quote the reference number on the front page);
- Purchase order, if relevant; and
- Full client name and address for invoicing.

If you need any further information or would like to discuss any aspect of the proposal then please do get in touch on 01629 812511.

5 **ADDITIONAL INFORMATION**

5.1 Insurances

We hold Professional Indemnity Insurance to £5,000,000, Employers Liability Insurance to £10,000,000 and Public and Products Combined Liability Insurance to £5,000,000.

5.2 Health and safety

Health and safety is of utmost importance to Peak Ecology Limited. Action is always taken to reduce any risk to an acceptable level so as not to endanger the health and safety of our staff or others. We have a formal Health and Safety Policy, carry out site-specific risk assessments and of course always look to utilise safe methods of work. Further, it is a policy of Peak Ecology Limited to report both accidents and near misses; any reports would be investigated and acted on to ensure that employees and others are safe.

5.3 Quality Assurance

Peak Ecology Ltd is now accredited under ISO:9001 (2008) and assuring quality is critical to us in all of our work. We operate under a Quality Assurance policy and this includes measures to ensure that all written reports (and other advice) are subject to peer review by senior staff. Junior staff are closely mentored by senior colleagues in all aspects of their work and each year we provide a structured training programme for a graduate intern.

All staff are qualified to degree level or higher and all of our permanent employees are members of the Chartered Institute of Ecology and Environmental Management or have pending applications. Thus all of our work is bound by the Institute's Code of Practice and, wherever possible, adheres to the best practice guidance issued by the Institute.

PEAK ECOLOGY LTD – TERMS AND CONDITIONS

Definitions

The client is the individual, company, partnership, organisation or other body with whom a contract is made and who will be responsible for payment for work undertaken. The consultant is Peak Ecology Limited.

General Conditions

Professional Standards and Conduct

Peak Ecology Ltd permanent ecologists are members of the Chartered Institute of Ecology and Environmental Management (CIEEM) or have pending applications and operate within the terms of the Institute's Code of Professional Conduct and within the laws of the country within which they are working.

The consultant will carry out all work to the best of their ability and in accordance with their professional interpretation of standard methodologies and good practice guidance, unless otherwise agreed. We cannot guarantee that a planning authority or statutory consultee does not adopt a different interpretation of guidance and requests further information requiring further work. If this were to happen, such further work might incur further costs.

Note that survey reports may include recommendations in relation to protected or invasive species observed on the site, even when they were not the subject of the commissioned work.

No responsibility or liability will be accepted for any repercussions arising from a client not carrying out recommendations in full.

Liaison with Responsible Authorities

It is often necessary for the consultant to discuss details of the approach to and/or results of surveys and other contracts with the responsible authorities (local authorities, Natural England/Scottish Natural Heritage etc), particularly where planning permission or a protected species licence is required. This helps the consultant to ensure that the approach will provide precisely the information required by the relevant authority in order to determine an application and therefore will normally be undertaken on behalf of the client. Where possible this will be discussed with the client in advance; however, on occasion (e.g. where the authority has contacted us directly to clarify certain issues) such discussions may be undertaken without further reference to the client, unless expressly instructed not to do so in advance.

Client Responsibilities

The client shall provide the consultant with such information as is necessary for the proper performance of the agreed service, in particular any copies of previous ecological surveys undertaken on the site and available to the client. If it is found that such documents, or any other pertinent information, have been withheld without good reason, the consultant reserves the right to terminate the contract without notice and to require payment for any expenses incurred.

It is the responsibility of the client to ensure the reliability, accuracy and completeness of any information, such as maps, provided to the consultant.

Copyright

Copyright on all documents, including survey information, text, photographs, drawings and other illustrations prepared by the consultant shall, unless otherwise agreed, remain the property of the consultant. The client shall be entitled to use documents prepared by the consultant in the execution of this agreement provided that:

- All fees due to the consultant at that stage have been paid;
- The use relates only to the project or part of the project for which the material was prepared; and
- The consultant shall not be liable for the use of the documents described in this clause for any purposes other than those for which they were prepared and provided.

Scientific Data

Scientific data collected during the course of the contract will be made available to the appropriate Biodiversity Records Centre (BRC) (as per the CIEEM Code of Professional Conduct Clause 5.8) and, where licensable work is undertaken, to the statutory licensing authority. Submission of data to licensing authorities is a non-optional requirement and must be carried out at the time of licence renewal. Normally, efforts would be made to submit data to BRCs at an appropriate time, for example after submission for planning consent. If a client has any objection to this they must inform the consultant in advance in writing.

Delays and Cancellations

If agreed work dates have to be altered as a result of delays caused by the weather, or by availability of access permission, or by safety issues, or by any other circumstance outside the consultant's control, the next available date will be programmed, taking into account pre-existing bookings. The consultant makes no guarantee that revised work dates can be arranged to meet the original deadlines. Any short-notice cancellations for which the client is responsible may be subject to an appropriate charge (e.g. to cover the cost of pre-booked accommodation. Please note that this may be booked well in advance). Work that is curtailed by a client or for other reasons beyond the consultant's control part way through a pre-booked day (e.g. supervisory works) or cancelled at less than 24 hours' notice will be charged at the full daily rate.

Governing Laws

The application of this agreement shall be governed by the laws of the country in which the agreement is implemented. The client and consultant shall comply with all relevant legislation.

Site Work

Site Safety

Peak Ecology Ltd work under generic risk assessments, which are adapted to each site. It is the responsibility of the client to inform us of any additional hazards unlikely to be covered under our generic risk assessment. This may include, amongst other things, structural hazards, unsafe floorboards, asbestos, hazardous chemicals and the potential presence of discarded needles. With this information in advance we can usually complete surveys with an appropriate method statement and/or PPE.

Access Permission

Peak Ecology Ltd will require full access permission to be arranged by the client (unless otherwise agreed prior to the consultant's appointment to the project). No site survey will commence until all such permissions are confirmed.

For bat surveys, access is required to all loft spaces and other areas, as detailed in the quote. If access is not possible to all such areas, the assessment may be incomplete and the local authority may require further surveys to be undertaken. If the consultant has to visit the site a second time because full access was not available on the first visit, an additional charge will be made.

For an assessment of the need to carry out great crested newt surveys and for great crested newt surveys, access to all ponds within 500m of the proposed development site should be arranged by the client. Peak Ecology Ltd can accept no responsibility if the local authority or statutory consultees request further information and/or surveys where this access has not been made available.

Remuneration

Costs

The quoted costs do not include VAT, which will be charged at the standard rate.

Any additional meetings or other work that may be required will be charged at the consultant's standard hourly/daily rate as indicated in the quote.

Unless otherwise stated, travel to and from site is included in the time allocation quoted.

Rates may be reviewed annually and revised rates may therefore apply to work that has been quoted for in one calendar year but is not undertaken until the following calendar year, unless agreed otherwise.

Payment Terms

Unless otherwise agreed, payment is due within 28 days of the date of issue on the appropriate invoice.

Peak Ecology Ltd will exercise their statutory right to claim interest and compensation for debt recovery costs under the late payment legislation, if they are not paid according to agreed terms.

No work will be scheduled nor undertaken until the quoted costs have been accepted in writing. Unless otherwise stated in writing, by accepting our costs the client also agrees to accept the terms and conditions, as set out in this document.

Action Plan 2021/22

Item 154

Fernwood Parish Council strives to work on behalf of parishioners on the issues that matter to the village. We are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist. Listed below is our current schedule of activity; this is regularly reviewed and updated as projects finish and priorities change. The Council's strategy can be found [here](#)

	Action	Strategy Item
1.	Continue to work with NCC and Via to ensure the roads are maintained and safe. In particular, for school children crossing the B6326 and the resurfacing of the B6326.	2
2.	Continue to maintain Dale Green, grit bins and dog poo bins.	
3.	Representation at NCC, NSDC, British Gypsum, Police, Health meetings.	2, 4, 5, 8
4.	Regular liaison meetings with developers in the village so residents can be kept up to date on their activity.	
5.	Continue to lobby for freeholders to have the same rights under the Law as leaseholders on a managed estate.	6
6.	Continue to work with NSDC to ensure the maintenance of the open spaces in new developments is arranged without the implementation/use of management companies.	5
7.	Look into the provision of live streaming of Parish Council meetings. Promote Parish Council meetings through the Fernwood Gazette, social media and noticeboards. Action summaries to be introduced on Facebook.	1, 7
8.	Continue to develop and publish the Fernwood Gazette and distribute it to all households and businesses in the Parish	1, 7 11
9.	Actively use Facebook and the Parish Council website to keep people updated on Parish Council activity and what is happening in the Parish.	11
10.	Look to improve facilities for all age groups in Fernwood (subject to securing freehold of open land)	10
11.	Support groups and organisations whose activities enhance community life.	1
12.	Complete Village Hall transfer from NSDC to Parish Council ownership.	10
13.	Liaise with local landowners/businesses on issues affecting the village.	1, 8
14.	Investigate extending the village hall	10
15.	Ensure the Village Hall is Covid 19 secure and follow government rules.	10
16.	Ensure staff and Parish Councillor training up to date for the running of the Council and services it provides.	
17.	Review all Council policies and procedures to ensure they are up to date and in line with current legislation/guidance.	
18.	Consideration and respond to consultations on issues specifically affecting the parish now and in the future.	
19.	Control and management of Parish public finances and administration of the Parish Council.	
20.	Continue to provide support to those residents isolated due to Covid 19.	
21.	Investigate the provision of Interactive signs on Dale Way and Goldstraw Lane to encourage drivers to reduce their speed.	
22.	Investigate the provision of signage for Fernwood on the Balderton roundabout.	
23.	Welcome to Fernwood signage - Consult on ideas for this and investigate provision	

Investment Policy

For consideration on 15th November 2021

1. Introduction

- 1.1 This policy is based on the SLCC Model Investment Policy © Copyright 2019 which members use and adapt within their own councils on the understanding that the copyright remains with the SLCC. (The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA).
- 1.2 The Clerk has considered the SLCC's model policy content carefully and adapted it to meet Fernwood Parish Council's circumstances. Appendix 1 contains the SLCC's guidance notes for
- 1.3 This policy is created under guidance issued by the Secretary of State for Communities and Local Government in accordance with the Local Government Act 2003. The extant guidance was issued by DCLG in 2010.
- 1.4 Fernwood Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.

2. Objectives

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
 - (i) Security of reserves and then
 - (ii) Liquidity of investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3. Investment Policy

- 3.1 The Parish Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies. The Parish Council shall only use specified investments as defined by DCLG guidance.
- 3.2 A significant percentage of the Council's bulked reserves shall be placed on interest bearing term/notice deposits.
- 3.3 To retain liquidity these shall be placed with phased end dates i.e. there will always be some maturing sooner than others.

3.4 No one investment shall be for a period longer than 12-24 months.

3.5 No investment shall be held with the council's current bankers.

3.6 The Parish Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.

3.7 Investments shall be decided and placed by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and ratings agencies.

- a. This shall be under the Full Council
- b. The actual movement of money shall be by the usual authorised signatories.

3.8 The procedure for undertaking investments, considering the need for timely and speedy placing of deals) shall be documented by the Responsible Financial Officer and approved by the Full Council before any investments are placed.

3.9 The Responsible Financial Officer shall review credit ratings of organisations in which the Council holds investments on an annual basis. Should the credit rating of an organisation fall below that specified under 3.6, the Responsible Financial Officer shall consult the Banking and Investments working group and take the appropriate action.

3.10 A summary of current investments can be found in Appendix 2.

4. Revision

4.1 Any revisions to this policy shall be approved by the Full Council.

4.2 The Full Council review this policy annually.

4.3 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 3% or the Financial Services Compensation Scheme is extended to cover the Parish Council.

ADVICE NOTE: Investments (England only)

1. This Advice Note applies only to parish and Parish councils in England.
2. Councils have the power to invest for any purpose relevant to their functions under any enactment, or for the purposes of the prudent management of their financial affairs (section 12 of the Local Government Act 2003, the '2003 Act').
3. The Government has issued guidance on local government investments under section 15 of the 2003 Act ('the Guidance') and this has statutory force. The latest edition, which applies for accounting periods starting on or after 1 April 2018, can be found at <https://www.gov.uk/government/publications/capital-finance-guidance-on-local-government-investments-second-edition> Clerks/RFOs should download and read both the Guidance and the 'informal commentary' annexed to it.
4. The Guidance is mandatory where investments of a parish or Parish council exceed or are expected to exceed £100,000 at any point in a financial year (see paragraph 14 of the Guidance on page 2). Note that this is a lower limit than for the previous edition (see paragraph 11 of the non-statutory commentary on page 10). Parish or Parish councils where investments are expected to exceed £10,000 are encouraged to adopt the principles in the Guidance.
5. 'Investment' in the Guidance is very widely defined (see paragraph 4 of the Guidance on page 1) and includes non-financial investments such as property investments. It follows that where councils own or lease property they need to be clear as to whether the property is held for the purposes of enabling the council to perform its functions or as an investment. This can be a difficult decision where a council expects or hopes to make a profit from property ownership.
6. Where the Guidance is mandatory, or where a council has adopted the principles in the Guidance, the council must, at a Full Council meeting, adopt an investment strategy for each financial year (see paragraphs 15-19 of the Guidance on pages 2-3 and paragraphs 12-17 of the non-statutory commentary on pages 10-11).
7. The key paragraphs in the Guidance are paragraphs 26-29 on page 4, discussing security, liquidity and yield. Yield should always be a much less important factor than security and liquidity.
8. A parish or Parish council has a number of powers to make loans to organisations and this is covered in paragraph 33-34 of the Guidance on page 5 and paragraph 27 of the non-statutory commentary on page 14. However as local councils do not publish a balance sheet there is no financial benefit to a local council in making a loan and it may put pressure on the borrower: it may be in everyone's interest to make a grant instead.
9. All councils need to have regard to paragraphs 48-50 of the Guidance (on page 8) and paragraphs 38-40 of the non-statutory commentary (on page 16) on capacity, skills and culture. With more devolution of services and assets to local councils many councils may want to consider whether a higher degree of professionalism is required.

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Appendix 2: Current investments (9/11/21)

Institution	Type of Account	Term (End date)	Date of investment	Rate of interest at time of investment Gross/AER	Current Rate of interest Gross/AER	Amount invested
Nationwide Build Society	95 day Saver	Open ended	28/2/20	1.1%	0.4%	£83,263.36
Virgin Money	24 months business account	2 years 7/11/22	6/11/20	0.85%	0.85%	£85, 000
Redwood Bank	95 Day Saver	Open ended	9/6/21	0.7%	0.7%	£85,000

Current Policies for review



Reviewed and adopted February 15th 2021

Complaints Procedure

Introduction

1. This policy is intended to assist local residents to deal with complaints against actions of the Council's staff or its administration. In order to deliver the best service to the electorate the procedures outlined below shall apply to any such complaint received. Fernwood Parish Council will not acknowledge or consider, under any circumstances, complaints that are submitted anonymously.
2. This procedure does not cover complaints about the operations of the Parish Council, or about the actions of individual councillors.
3. The Council aims to resolve all complaints within 12 weeks.

Complaints about the Parish Council

4. Complaints relating to the operation, attitude, management or decision-making of Fernwood Parish Council should be submitted initially to the Chairman of the Parish Council for consideration. If the Chairman can resolve the issue to the complainant's satisfaction, the matter will be closed. However, if the Chairman determines that any complaint received is serious, or is beyond the capability of the Parish Council itself to resolve, it will be submitted to The Monitoring Officer, Newark & Sherwood District Council, Castle House, Newark, NG24 1BY for investigation. A complainant also has the right to address any matter of this nature directly to N&SDC, rather than through the Parish Council.

Complaints Against Individual Councillors

5. Complaints about the behaviour of any Councillor must be submitted to: The Monitoring Officer, Newark & Sherwood District Council, Castle House, Newark, NG24 1BY. The Monitoring Officer (MO) can only deal with complaints about the behaviour of a Councillor. He/she will deal with complaints about matters that are not covered by the Councillors' Code of Conduct. The MO will not look at complaints about staff of the Parish Council – this is the responsibility of the Council and is explained below. The MO will also not consider incidents that happened before a member was elected or chosen to serve, or incidents that happened before the Council adopted its Code of Conduct.

Notification of a Complaint

6. Initial complaints regarding the Parish Council, Councillors, or staff may be made in person or by email, telephone or letter (contact details below). The complaint should be addressed to, and will normally be handled by, the Clerk (but see para 7 below). The majority of complaints will be dealt with by an investigation, carried out by the Clerk.

Complaints will be handled by the Parish Clerk

Email: feedback@Fernwood-PC.co.uk

Phone: 01636 613024

Post: Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

7. Complaints must be directed through the Council office, not through individual Councillors. The only exception is when the Clerk is involved (in any way) with the issues causing the complaint: in such a case, the complaint should be addressed directly to the Chairman of the Council's Personnel Committee. Thus, where the following paragraphs refer to actions by the Clerk, they can be interpreted to mean the Chairman of the Personnel Committee.

8. In the event that the issue raised is deemed to be serious, the complaint must be submitted formally in writing – although this may be a follow-up to an initial verbal or e-mail complaint. The complaint should cover as much detail as possible and enclose any relevant supporting documentation or other evidence.

Procedures Following Receipt by the Council of a Complaint

9. On initial receipt of a complaint, the Clerk will determine whether the issue is relatively minor and can be resolved by an informal investigation, or whether it is a serious matter requiring formal investigation. The Clerk will inform the complainant, as soon as possible, of how the complaint will be treated and, if a formal investigation is required, will request that the complainant confirm the details in writing.

9. A complainant may advise a Councillor of the details of a complaint, but individual Councillors are not authorised to resolve complaints, nor to investigate them, unless so tasked by the Personnel Committee or the full Council. Councillors will not express personal opinions about complaints awaiting investigation, or about the conclusions and results of any investigation.

10. It is expected that most complaints can be resolved through the informal route. However, the Council appreciates that on occasions, if an informal approach has not resolved the complaint to the complainant's satisfaction, or the initial complaint is of a serious nature, then the formal complaints process should be followed.

11. If the investigation is informal, the Clerk will discuss relevant issues with any persons involved and assess the validity of the complaint. The Clerk will take any necessary action which might arise from the investigation and will inform the complainant of the result of their complaint (i.e. whether it has been upheld or dismissed). However, the complainant is not entitled to be told of any actions taken in relation to members of staff.

Formal Investigation Procedures

12. In the case of a formal complaint, the Clerk will acknowledge receipt of the complaint, in writing, within five working days. The Clerk will then carry out a formal investigation into the complaint, recording the results of interviews or other relevant research; the basis of any conclusion or decision reached; and the determination of any resultant action. Within ten working days, the Clerk will provide the complainant with an update on progress, or a suggested resolution. If the complainant is satisfied with the suggested resolution, the complaint will be considered closed. If not, the Clerk will take any necessary steps to

investigate further and will seek the support of the Personnel Committee in furthering the investigation and/or reaching a formal decision. In complex cases, the Personnel Committee may nominate one or more Councillor to carry out a detailed investigation.

13. The Clerk will report to the Personnel Committee, and / or to the full Council, summary details of the complaint and of its resolution. This report will exclude the names of the complainant(s) and those of any Council staff involved. The Clerk will also advise the complainant of the result of their complaint (i.e. whether it has been upheld or dismissed).

Action Against Council staff

14. A complaint against a member of the Council's staff could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment. The Council will not, under any circumstances, enter into any correspondence or discussion with any complainant about any action taken, formally or informally, against any member of its staff. This is expressly to protect the employment rights to which all employees of the Council are entitled, and also to comply with privacy legislation.

Repeated or Vexatious Complaints

15. A small percentage of complaints may be persistent or be framed in a way that appears to be obsessive, harassing or repetitious. Dealing with such complaints – termed “vexatious¹” – can consume a disproportionate amount of resources and can sometimes be unacceptably stressful for staff. Although everyone has the right to make a legitimate complaint, they are not entitled to do so in a way that is unreasonable, or which has the effect of intimidating or harassing staff. The responsible investigator may – based on justified evidence - determine that such a complaint should be dismissed without investigation or ignored.

¹ A vexatious or persistent complaint includes:

- Actions which are obsessive, persistent, harassing, prolific, or repetitious
- Insistence upon pursuing otherwise meritorious complaints in an unreasonable manner
- Insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason



Internet Policy and Procedure

Adopted on November 16th 2020

The use of the Internet is now an essential and commonplace tool for most Employees. Those who use the internet have a responsibility to do so in a professional manner. To assist with this, we issue the following guidelines which all employees are asked to read and comply with.

The Council reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes and messages and telephone calls) from time to time for business reasons and training purposes. You should not therefore assume that any information held on the computer is private and confidential to you.

Email

1. Your email address can receive emails from anyone connected to the Internet. Used correctly it is a facility that is of assistance to Employees. Inappropriate use however may cause many problems including distractions, distress to others, time wasting and legal claims. This procedure sets out the Council's position on the correct use of the E-Mail and the Internet.
2. You should ensure that your correspondents know that they should not send you "humorous" or illegal attachments such as pictures or executable programs. Personal emails should be dealt with outside of normal office hours and all external non-work-related email messages should be deleted on receipt. Anyone found with offensive or pornographic material on his or her computer will be subject to investigation, which could result in disciplinary action and dismissal for gross misconduct.
3. If you receive an email from an unknown source, or "junk" email you should delete this from your system immediately without opening it as it may contain a virus.
4. Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from another known Council, Employee or representative. If in doubt, ask the Clerk.
5. Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business. You should ensure there is no infringement of copyright when adding attachments to emails.
6. Confidential information should not be left on display on an unattended workstation.
7. You should be aware that deleted emails may remain held on the system for some time and may be accessible from back up if required for investigation of complaints of systems abuse.
8. You must not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in disciplinary action leading to dismissal without notice for gross misconduct.

Guidance for appropriate use

9. Email is a non-secure medium and care should be taken when composing, sending and storing messages.
10. Email should be regarded in the same way as any other business communication and should be treated as a Council record. You should adopt a style and content for email, in

particular, those sent to external recipients that present a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.

11. Confidential information about or relating to the business of the Council, its customers, prospects, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business and sufficient steps are taken to safeguard security.
12. Employees must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

Inappropriate use

13. You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs.
14. You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material to business contacts. It can frequently be misunderstood or cause offence. In particular, the Council recommends that criticisms or complaints are not dealt with by email.

Examples of inappropriate use include, but are not limited to:

1. Sending, receiving, downloading or displaying or disseminating material that insults causes offence or harasses others.
2. Accessing pornographic, racist or other inappropriate or unlawful material.
3. Engaging in on-line chat rooms, on-line gambling sites, social networking sites or blogging . For example Facebook. (Note: Facebook and other relevant applications can be used for the purpose of conducting Council business when appropriate)
4. Forwarding electronic chain letters or similar material.
5. Downloading or disseminating unauthorised materials.
6. Transmitting confidential information about the Council or its customers externally and not in the course of the Council's business.
7. Downloading or playing computer games.
8. Copying or downloading unauthorised software.

Serious instances of inappropriate use may be considered gross misconduct and lead to dismissal.

Internet access

Internet access is granted for business reasons only during working hours. Usage is limited to work related activities. The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

Thu 21/10/2021 21:33

Item 158

Dear Marion,

I hope you are OK. I am writing to ask you if you are able to consider us using the Fernwood hall on February 26th 2022 for a FADS fundraising murder mystery event to raise funds for my Kenyan charity, Bungoma Calling. The current projects we are involved in include funding a Kenyan food bank for some of the most destitute families in Western Kenya and a tropical disease treatment programme for a disease called Jiggers.

Best wishes and thank you,

REDACTED

From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>

Sent: 22 October 2021 09:22

To: REDACTED

Subject: 2022 02 26

Good morning,

Thank you for your email. I have pencilled that into our calendar for you.

Could you let me know:

1. Times you require
2. Who you are applying on behalf of
3. Whether you will be making any profit
4. Whether you are asking for the hall free of charge

If you could come back to me on this, I will take this to the Parish Council for a decision at their November meeting.

Dear Marion,

I am a member of FADs, the Fernwood drama company who will be performing the murder mystery and supper. The performance will be from 7pm but we would require access from 4-5pm to set up. All proceeds from ticket sales and raffle will go to the charity Bungoma Calling charity commission number 1137121.

We would be grateful if the hall could be free of charge as it is a charity event.

With best wishes and thank you for your consideration,

REDACTED



The Queen's Platinum Jubilee Beacons



2nd June 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June 2022, which The Queen's Platinum Jubilee Beacons is part of, I have pleasure in confirming the Guide To Taking Part in this event is available to view and download from - www.queensjubileebeacons.com and will be updated on this site at the end of each month as more and more communities, individuals and organisations etc, join the event over the forthcoming months. The beacon lighting and associated activities will take place throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and, for the first time, in each of the Capital Cities of all the Commonwealth Countries on **2nd June 2022**.

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers' fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas-fuelled beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the history of The Queen's reign. Those considering purchasing one of the gas-fuelled Beacons found on pages 11 and 12 could consider organising a local raffle with the winner having the honour of lighting the beacon on the night, with the funds raised being donated to a local charity or used to cover the cost of the beacon and the bottle of gas required to fuel it.

Those wanting to take part are being asked to go to page 10 and provide us with the information requested in Step 1, enabling us to include them in the monthly guide updates over the forthcoming months, along with sending them further information in due course. Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion but remember to still register your involvement as soon as possible please. From pages 16 onwards you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added to over the forthcoming months as more communities etc, join the project.

From the guide, you will see that we are involving town criers undertaking the Proclamation at **1pm** announcing the lighting of the beacons that evening and pipers playing *Diu Regnare* at **9.09pm**, before the beacons are lit at **9.15pm**.

With this in mind, please consider sourcing a local piper to play this tune at your beacon location before lighting it at **9.15pm**. If this is the case, please register your piper in a similar way to your beacon by no later than end of **May 2022**.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do hope therefore, that you will help us achieve this by taking part in lighting a beacon at **9.15pm on 2nd June 2022**.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
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Good morning Marion

Item
159b

Nothing to do with the ongoing issues, parking at the end of Youngs avenue and Goldstraw lane on the pavement causes a very bad blind spot when turning right I have on 3 occasions nearly been hit because you cannot see traffic approaching from the right due to the parked cars on the pavement, can anything be done before there is an accident,

regards

REDACTED

----- Original Message -----

From: office@fernwood-pc.co.uk

To: REDACTED

Sent: Wednesday, 20 Oct, 2021 At 09:31

Subject: RE: Contact via HugoFox

Good morning,

Thank you for your message. Can I ask for a bit more detail please? Are you referring to the current problems caused by the traffic works or an ongoing issue?

Best wishes,

Marion Fox Goddard

Parish Clerk

Fernwood Parish Council

Email: office@fernwood-pc.co.uk

Tel: 01636 613024 **From:** team@hugofox.com <team@hugofox.com>

Sent: 20 October 2021 07:48

To: office@Fernwood-pc.co.uk

Subject: Contact via HugoFox

Dear Parish,

You have received the following message from REDACTED

good morning would like to discuss the problem parking on Goldstraw lane and if any thing can be done before there is a serious accident, wait to hear regards

Dear Parish,

You have received the following message from REDACTED

I am writing to inform you that heavy soil trucks and other construction traffic are once again using Dale way as a short cut to the new construction site. As a resident that lives on the road opposite a speed bump, that over the years has caused many concerns to the house, it disturbs me again that we are again being shaken by heavy traffic. Could you please help me take steps to cease this traffic disturbance. thankyou REDACTED

Mon 01/11/2021 10:08

Good morning,

I am regularly in touch with the developer to remind them not to come through the village and have recently asked NSDC's planning enforcement officer to look at this again as the numbers do seem to be increasing.

If you have any evidence this would help me. Ideally photos of offending vehicles or details of the date/time you've seen them, company name and registration number. I know this can be difficult to get but this will help me tell the developer which companies are doing this and provide me evidence to give to Newark and Sherwood District Council's planning enforcement team to tackle this.

I am aware that Via East Midlands and NSDC are working with the developers to get the directional signage improved for construction traffic so I am hopeful this will reduce the amount of construction traffic once in place.

Regarding the noise from the 'speed bump' I suggest you contact the local county councillor regarding this (cllr.john.lee@nottscc.gov.uk) as I understand he has been working to get some of these changed to be less noisy.

Best wishes,

Marion Fox Goddard

Parish Clerk

Fernwood Parish Council

Email: office@fernwood-pc.co.uk

Tel: 01636 613024



Hi Marion and Johno,

Sorry to add yet another complaint regarding the building works on "greater Fernwood" but having just returned from a short dog walk round the mostly clean estate I'm fed up of having to continually clean my shoes, clothes, furniture and house of mud because we have no clean route to walk from our homes. Even the new paths created from Corsa close are covered. We can't even entertain the idea of having our cars cleaned as they'd be ruined again on the route home!

I understand this is impacted from the weather and the nature of the works are going to create some mess however this disproportionately impacts residents of spring drive in both our safety and inconvenience. We are about to hit freezing temperatures and when frozen this mud will become dangerous.

I was of the understanding that the contractors were required to run a road cleaner along Hollowdyke lane daily however I cannot recall the last time this happened. Please could you advise if anything is being done to address this? We are aware of the intention to build a path to Thomas road if they ever go ahead but this will only improve a portion of the route if road cleaning is still maintained.

Thanks



Wed 03/11/2021 13:16

Good afternoon Katie,

I will raise this with both developers for you. I know BDWH are talking to Via regarding the repositioning of their wheel wash at the moment to increase the number of vehicles that can use it.

I will try to ascertain how often they are doing the road cleaning and also ask planning enforcement at NSDC how often they have to do it.

Best wishes,

Marion Fox Goddard

Good afternoon Katie,

BDWH have replied ' It was three times a week and we have today upped it to daily' but they've raised concerns that some of the mud is coming from the other end of Hollowdyke Lane where the Larkfleet development is. I am meeting with Larkfleet tomorrow so hopefully they will be able to give some feedback then if not before.

The Thomas Road path is booked in to be done w/c 20/12/21.

Best wishes,

Marion Fox Goddard

Thu 04/11/2021 14:09

Good afternoon Katie,

I have now had a response from Larkfleet Homes too: 'MV Kelly's are sweeping daily and as its wet at present sometimes a number of times in the day. The wheel wash is now placed in a hard standing area and used on every lorry leaving the site'

Newark and Sherwood's Planning Enforcement team are aware of the situation now too and have committed to help with sorting this out. I'm afraid with the weather like we experienced recently and the fact that there are 2 building sites off Hollowdyke Lane it will be very hard to completely eliminate this but please get in touch if things don't improve and I can raise this with NSDC again.

Best wishes,

Marion Fox Goddard

Good Morning all

Many thanks for the collective input from Barratt's, DWH and Larkfleet. Given the access is shared maintaining the condition of the road will be a collective effort as we move into the wetter months.

I inspected Greater Fernwood yesterday and noted the highway was largely clear of mud and appeared to have been cleaned prior to my arriving, please continue to do so throughout the day. Horsa Close was not in a condition that the new residents would expect but to a limited extent given their location at the access/exit of Barratts & DWH area some pick-up is inevitable. I am sure those residents would appreciate occasional clearing of their roadway if possible.

I noted the wheel washing facilities in use at Larkfleet and know of the one in use at Barratt's site from the first phase from previous visits. Only the recently started DWH site did not appear to have access to wheel washing and would ask that this be rectified asap before we have any rain (I note the comments re enquiries with Heath).

I will monitor when in the area, particularly once more rain has arrived.

Kind regards,

Planner (Enforcement)