



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 17th January 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 11th January 2021

A G E N D A

1. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press
2. Public Forum
3. Apologies for absence
4. Declarations of interest
5. Approval of the minutes of the last Parish Council meeting of 15th November 2021.
6. Councillors' & Clerk's Reports
7. County Councillor and District Councillors reports
8. 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. Maintenance of Woodland
 - ii. Woodland Tree Maintenance
 - iii. Donation to the Woodland Trust
 - iv. Tree surveys for the village hall and Dale Crescent Green
 - v. Coat of Arms
 - vi. Honour Boards

- e. Precept request–Agree budgets for 2022/23 and precept required

9. Planning and Licensing

- a. To consider the following applications:

| | | |
|-------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21/02679/S73M | Field At Great North Road Fernwood | Application to vary condition 2 (approved plans) and approve details for conditions 7 (surface water drainage), 11 (foul water drainage), 12 (water vole protection/mitigation), 18 (construction management plan) attached to planning permission 20/01177/FULM Proposed single petrol filling station forecourt building with associated drive thru, drive thru kiosk, 6no car pump islands, canopy, HGV fuelling, dedicated parking and landscaping. |
|-------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

| | | | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 21/01461/FUL | Field At Great North Road, Fernwood | Diversion of an existing oil pipeline. | Grant Full Planning Permission |
| 21/02349/HOUSE | 7 Wisdom Close, Fernwood | Erection of porch (Retrospective) | Grant Householder Application |
| 21/02346/S73M | Phase 1B - Greater Fernwood Development Land North And East Of Existing Fernwood Development Fernwood Newark | 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. | Grant Section 73 Major Applications |

10. Policy

New Document to be considered:

- a. Employee Eye Test Reimbursements

Current Policies to be reviewed:

- b. [Risk Register](#)
c. [Village Hall Risk Assessment](#)
d. [Dale Crescent Green Risk Assessment](#)
e. [Communications Policy](#)
f. [Health and Safety Policy](#)

11. Village Hall Management Group

- a. To note the Village Hall Management Group notes
b. To consider whether to accept the groups recommendation to make no changes to:
i. Ad hoc booking terms
ii. Regular Hire Agreement
iii. [Village Hall Free Usage Policy](#)

12. Dale Crescent Green

- a. To note the Annual inspection report for the equipment on the green
b. To note specialist advice regarding silver birches

13. Correspondence

- a. Emergency Arrangements for Suthers School
b. [SLCC Newsletter](#) on Civility and Respect Project
c. Letter regarding the closure of Hollowdyke Lane
d. Email regarding speed humps

EXEMPT BUSINESS

Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972

14. To discuss and agree how to proceed with communications with Nottinghamshire County Council



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 15th November 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

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

145. Public Forum

Two residents joined the meeting to raise the following concerns:

- Cars parked on the pavement on Goldstraw Lane making visibility poor and it dangerous to pull out from Youngs Avenue
- Trees on Dale Green getting tall and touching telegraph wires.

Clerk to write to NCC to see if mirrors can be put on Goldstraw Lane so cars pulling out of Youngs Avenue can see (Including offer for Fernwood Parish Council to pay for these)

Clerk to look at the trees on Dale Crescent and contact our contractor if maintenance is needed.

146. Apologies for absence

District Councillor Mison.

147. Declarations of Interest

Councillors M & J Weale declared an interest in item 158, and it was agreed they should take no part in the discussion/decision.

148. Approval of the minutes of the Parish Council meeting on 18th October 2021

The Parish Council minutes were approved as accurate record. Proposer: R. Cullen, Seconder: J. Weale, RESOLVED unanimously. The Councillors agreed to confirm the decisions made at the meeting (as it was held virtually due to Covid isolation). Proposer: R. Cullen, Seconder: D. Harrison, RESOLVED unanimously.

149. Councillors & Clerk Reports

Councillor Harrison – Had represented the Parish Council at local Remembrance Day Services. Suggested that next year the Parish Council should lay a wreath at the entrance to Balderton Airfield.

Councillor M. Weale - reported that the rumble strip/speed hump on Dale way that is being changed is not the worst one. (The one at the top of Oakfield Road is worse)

Councillor Smith – had also been to the Remembrance Day services. Reminded the Clerk to look into getting an honour board. Had spoken to the chairman of Balderton Parish Council and discussed anti-social behaviour and whether a collaborative approach to tackle this would be helpful.

Clerk to:

- *contact RAF Balderton History Group regarding laying a wreath at the airfield entrance next year*
- *contact NCC regarding getting all the rumble strips changed on Dale Way*
- *contact Balderton Parish Council, the antisocial behaviour officer and local beat team to arrange a meeting to discuss anti-social behaviour.*

| 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 clarified their solicitors are awaiting feedback for BDWH solicitors. | 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 <i>Clerk to ask the landowner to clear the leaves on the path which is becoming slippery.</i> | 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>Clerk will look at alternative options if we do not have an installation date soon.</i> | 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. £2000 contribution has been received from Cllr Lee's Divisional fund for this budget year. 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 suggest that we need to talk to NCC again – as the current work is widening the road and the slip road. <i>Clerk to contact NCC officer and Councillor Lee regarding this.</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 — work is underway on one rumble strip/speed hump - See <i>Councillors reports item 149.</i> | 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 |
| Liaison Meeting held with Allison Homes (AH) (was Larkfleet Homes) on 6/11/21. Key points to note: <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. | |

150. County Councillor and District Councillors Reports

District Councillor Mison – nothing to report. County Councillor Lee – no report received for this meeting.

151. **General Power of Competence: Confirmation that Fernwood Parish Council meets the eligibility criteria to exercise the General Power of Competence**

The Council resolved to adopt the General Power of Competence as the Parish Council now meet the eligibility criteria for this. Proposer: H. Micah, Seconder: J. Weale, RESOLVED unanimously.

152. **Finance**

- a. [Bank reconciliation](#)– noted.

| 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 | | | | | |
| lonos 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 considered

i. Radar Speed Signs – The Clerk presented 2 quotes to let the Councillors know the types of signs available and indicative costs so they could decide whether to proceed with these. The Councillors agreed to proceed with the project but defer the decision on specific cameras to be purchased to allow the Clerk to work with NCC to meet their requirements. Initial thoughts on requirements: 1 sign for Goldstraw Lane and 1 for Dale Way, mains powered and functionality to allow speed data collection.

Clerk to contact NCC to move this forward.

| Expenditure | Budget Area | Total £ | Decision |
|-----------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------|
| ii. Botanical Survey for the rare grass area (next to Balderton Hall) | CIL | £1461.60 | The Council decided to defer this decision. |
| iii. Administration Assistant, 15 hours per week | Salaries/HMRC/Pensions | Up to £9599 per annum based on 2020/21 salary scales and employer pension contributions | Unanimously agreed. Prop.: R. Cullen, Sec.: J. Newton |

Clerk to arrange a Personnel Committee Meeting to move this forward.

153. Planning

a. Planning applications considered:

| | | | |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 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 | The Council unanimously agreed to support this application. Prop.: R. Cullen, Sec.: J. Newton |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

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|--------------------------------|--------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------|
| | | permission 19/02125/RMAM | |
| 21/02349/HOUSE | 7 Wisdom Close Fernwood Newark on Trent NG24 3WJ | Erection of porch (Retrospective) | The Council unanimously agreed to support this application. Prop.: R. Cullen, Sec.: J. Newton |

b. The Council noted 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

The Councillors discussed the action plan, with most of the work being underway. The Councillors agreed that the Parish should have a coat of arms. Initial ideas for items to have on this were: Clock tower, Balderton Hall, Lancaster Bomber/pilot, Trees. Four welcome to the parish signs would be required but the Council opted to wait for the coat of arms and to plan these taking into consideration changes to the roads (due to the developments in the Parish) where these would be placed.

Clerk to:

- *request a meeting with Robert Jenrick to discuss rights for freeholders on managed estates*
- *request signage for Fernwood from the Balderton roundabout*
- *look into how to go about getting a coat of arms and get costings for these to be designed. Residents to be consulted on options.*

155. Policy

New Policy considered:

- a. Investments Policy

The Councillors unanimously agreed to adopt this policy. Proposer: D. Harrison,
 Seconder: M. Weale *Clerk to add to the Council's website.*

Current Policies that were reviewed:

- b. [Complaints Procedure](#)
- c. [Internet Policy and Procedure](#)
- d. [Memorials Policy](#)

The Councillors unanimously agreed that no changes were required to items b-d.
 Proposer: H. Micah, Seconder: R. Cullen

156. Decision on whether to employ and Administration Assistant

See item 152 d iii

157. Discussion on how to work with the County Councillor

Following a meeting with Councillor Newton and the Clerk being missed and a rescheduled meeting declined, changes to how the Parish Council works with Via and NCC officers being requested and requests not to let residents know what is being planned, the Council agreed this should be raised with senior officers at NCC to check if there has been a change in policy at NCC and whether all Parish Councils were being told the same, whilst confirming the Parish Council wants to work cordially with NCC, Via and their members to deliver the best possible outcomes for Fernwood residents.

Clerk to write to NCC.

158. Fernwood Village Hall Free Usage Request

A member of Fernwood Amateur Dramatics Group had requested free use of the village hall on the evening of February 26th, 2022, to perform a murder mystery to raise money for a Kenyan Charity, Bungoma Calling. The 5 Councillors involved in discussing this request unanimously agree to give the hall free of charge to support the Bungoma Calling cause.

Proposer: R. Cullen, Seconder: D. Harrison.

Clerk to inform the original enquirer.

159. Correspondence

- a. [Queen's Jubilee Beacon](#) –The Council agreed it would be good for Fernwood to be involved. *Clerk to arrange a meeting to move this forward, inviting FirstPort and a Facebook post to look for a piper and local people to get involved.*
- b. Email raising concern regarding cars parking on path on Goldstraw Lane – see public forum item 145.
- c. Complaint regarding construction traffic on Dale Way – The Clerk has been working with Barratt David Wilson Homes to tackle this. NSDC's planning enforcement office is aware of the ongoing issues. Residents are asked to let the Parish Council know of

instances of construction traffic coming through the village (ideally with photographic evidence) so this can be raised with the developer.

- d. Complaint regarding mud from construction traffic on Hollowdyke Lane – This was raised with Allison Homes and Barratt David Wilson Homes to tackle the problem and planning enforcement made aware. This did lead to an improvement of the condition of the road following increased road sweeping. The Clerk has asked the resident to get in touch should the problems reoccur.

Meeting closed at 21:29.

Next Meeting Monday 17th January, 7pm Fernwood Village Hall

| JANUARY Clerk's report | Agenda Item |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Village Hall transfer from Newark and Sherwood District Council (NSDC) to Fernwood Parish Council has completed. | 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 – Meeting due to be held with NSDC and BDWH this month to resolve issues/move this forward. | 21/46c |
| Derry's woodland purchase – This was not completed before Christmas and an update has been requested from our solicitor (<i>verbal update will be given during the meeting</i>). Maintenance quote from NSDC – see item 8 d i. Tree work quote also received – see item 8d ii. Bin options will be ordered when the land has been transferred. Also, the light repairs and survey will be ordered once we have a transfer date in sight. Currently working on tree policy for the Council. | 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 Parish Council own the land. | 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. Quote the Council agreed to proceed with: £1125. Alternative quote has been received (£5641 excluding VAT). I suggest we continue to use the basic kit we have for now. | 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 – November: BDWH have reported that they are waiting for formal confirmation from NCC, and this will be chased. No further feedback. | 21/87h |
| Signage for the park – Competition entries have been received from Chuter Ede Fernwood, year 6 pupils and Suthers School ,year 7 pupils. Councillors J and M Weale have chosen the best entries. I am in the process of ordering the signs. | 21/98 |
| Youth Initiative – Covid-19 Recovery COVID-19 Partnership: Social Recovery Fund has awarded £7000 to this project. Interviews have been completed for staff, but further interviews may be required. NCC are dealing with the recruitment management. Second press release will be done when the recruitment of staff has been finalised. | 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.' – After the November meeting the Parish Council raised concerns as the widening the road and the slip road (widening of the B6326 near the Tawny Owl in November) seemed to be making the road harder to cross. The NCC officer has said the proposed work has taken into account the work that BDWH completed and suggested that they progress with the proposed modifications and see how well they improve matters. | 21/115e |
| Speed hump — 1 was changed to tarmac before Christmas. After the November Parish Council meeting the Council requested that all of them be changed. NCC gave the following feedback 'We will investigate the feasibility of re surfacing the outstanding speed humps within the estate however this will have a significant cost element.' The Parish Council has received an email from one resident who does not want the speed humps to be changed. | 21/124 |

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| Request for signage at the T- junction at Plum way/Rubys Avenue – Councillor Lee has fed back the following: ‘The request for additional signage on Plum way/Ruby way will be added to my candidate scheme list for this coming financial year.’ | 21/129 |
| Remembrance Sunday 2022 - RAF Balderton history group have said that they would be delighted if Fernwood Parish Council joined them to lay a wreath at RAF Balderton airfield entrance. | 21/149 |
| Antisocial Behaviour – A meeting is due to be held with Balderton Parish Council, NSDC and the Police on January 14 th to discuss this issue. | 21/149 |
| Radar speed signs on Goldstraw Lane/Dale Way – Officer has fed back that NCC allows interactive speed signs to be installed without the need to assess them against their criteria if they are privately funded and that they are only of benefit where speeds are significantly higher than the speed limit. They have suggested new surveys are conducted at the proposed locations and said they can arrange this. Cllr Lee will discuss this with the Council during the meeting. | 21/152 |
| Administration Assistant – Vacancy has been advertised and applications have been arriving. Closing date 17/1/22. The Personnel Committee will conduct interviews 29/1/22 and 5/2/22. | 21/156 |
| Meeting with local MP – request has been made. | 21/154 |
| Request for signage for Fernwood from the Balderton roundabout – Feedback received from NCC but we need to check whether they understand it is the roundabout the signage is requested for not the A1 | 21/154 |
| Coat of Arms – Initial enquiries have been made – see item 8 d v. | 21/154 |
| Jubilee Celebrations – 3 volunteers have come forward. The first meeting will be arranged this month. | 21/159 |
| Construction traffic/Mud complaints – 21/159. Planning enforcement served a breach of condition notice regarding the mud just before Christmas. I am hopeful that the introduction of a second wheel wash will reduce the mud left on the road. Fewer complaints regarding construction traffic so far in January – hopefully, the new signage that should be in place for the end of this month will help. | |
| Water Tower, Goldstraw Lane – following a complaint regarding broken fencing to the rear of the tower, I have managed to find and contact the owner who has agreed to get this fixed. | |
| Liaison Meeting held with Barratt David Wilson Homes (BDWH) and Allison Homes (AH) on 10/1/22 <ul style="list-style-type: none"> • Second wheel wash is planned to be installed by BDWH w/c 10/1/22 • Improved directional signage due to be installed by 25/1/22 • AH plans to start their roundabout on the B6326 in January but this is dependent on approvals from NCC • AH site manager is planning to get water from the industrial estate rather than Phoenix Lane • The path along the side of Hollowdyke Lane (HDL) (between Spring Drive and Thomas Road) will be done by BDWH after AH’s gas and water works which will be on HDL. These works do not require the road to be closed. • BDWH have been asked to confirm when the public open space in phase 2 will be opened as work has started on it. Not likely to be open for another year but BDWH will confirm. | |

Emails from County Councillor

Item

Received 13/12/21

7

Advisory 20mph sign install - 16th December 2021

I have been informed by via colleagues that the signs have been delivered and it is intended to start on the Thursday 16th December 2021. I am told that they will get to site sometime between 08:30 and 09:00 hours.

Received 6/1/22

As you'll be aware a few months ago I came to the Parish Council and explained I was looking at doing a safety review for Fernwood and this could include interactive signs if evidence was gathered that they were required .

The feedback from the Parish Council at the time was less than supportive with some parish councillors making the comments that this had been done in the past and speed had been around 36 miles an hour .

I made Parish Council aware I was intending to go forward with asking for safety review and would hope they would support this .

The Parish Council at the time made no comments that they were looking at putting their own interactive signs in place and when I commented about putting interactive signs The Parish made no comment .

A month later I've been contacted by the Parish Clerk now stating that the Parish Council wishes to look at financing interactive speed signs .

I welcome the change of direction with the Parish Council but would ask they work with me on this and they wait for evidence to be gathered to see where best the signs would be placed if required . This is not going to be a quick process as getting a safety review but in my opinion would be a better option .

The advice from the professional officers at the moment in time At the county council is that interactive signs are not required on the estate.

I would ask the Parish Council work with me and would look forward to working with them on a speed watch to gain evidence of speed on the estate.

Yours sincerely cllr johno Lee

Could this email be put into the minutes of the next meeting

Note: Clerk has responded to Cllr Lee – the Council has had radar signs on their action plan - published early in 2021. We think 36mph must have been misheard as the average was 26-28 hours. Fernwood Parish Council to discuss this with Councillor Lee at this meeting.

**Bank Reconciliation
Fernwood Parish Council**

Period Ending 31-Dec-21

Prepared by: *Marian Fox Goddard, Clerk*
Date: 05 January 2022

Approved by:

Date:

Balance per bank statement as at 31-December-2021

| | £ | Total £ |
|------------------------------------------------------------------------|------------|----------------------------------|
| TSB Current Account - Parish Council | £8,436.91 | |
| TSB Reserve Account - Parish Council | £60,488.05 | |
| Unity Trust - Parish Council | £47,534.33 | |
| TSB Current Account - Village Hall | £5,047.95 | |
| TSB Reserve Account - Village Hall | £7,178.57 | |
| Unity Trust - Village Hall | £13,010.30 | |
| Nationwide | £83,573.71 | |
| Redwood | £85,000.00 | |
| Virgin Money | £85,722.50 | |
| Petty Cash | None held | |
| | | 395,992.32 |
| Less: any unpresented cheques/BACS payments at 31-December-2021 | | £0.00 |
| Add: any unbanked cash / cleared cheques at 31-December-2021 | | £0.00 |
| Net bank balances as at 31-December-2021 | | <u><u>£395,992.32</u></u> |

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

CASH BOOK

| | |
|-------------------------------------------------------------|----------------------------------|
| Opening Balance | £324,564.58 |
| Add: Receipts in the year | £158,764.66 |
| Less: Receipts from 2020/21* | -£58.50 |
| Less: Payments in the year | £87,278.42 |
| Closing balance per cash book as at 31-December-2021 | <u><u>£395,992.32</u></u> |

Ringfenced Amounts in the Parish Council Reserve Account/Nationwide

| | |
|-----|----------------------------------|
| CIL | £139,688.95 |
| | <u><u>£139,688.95</u></u> |

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

Agenda Item 8 - Finance

Item 8 b, c

| b. Income 2021/22 | £ |
|--------------------------------------------|-------------------|
| Regular Hire | 14,356.51 |
| Other Hall Hire | 5,302.41 |
| CIL | 59,615.59 |
| Precept | 71619.00 |
| Interest | 1,158.20 |
| Advertising income | 485.00 |
| Feed in tariff | 1,341.12 |
| VAT reimbursement | 1,786.83 |
| Youth Project External Funding NCC/NSDC | 3100.00 |
| Total | 158,764.66 |

| c. Expenditure since last meeting under delegated powers/previously agreed expenditure | | | | | |
|----------------------------------------------------------------------------------------|---------------------------------------------------|--------|--------|----------|----------------|
| Payee | Budget Area | Net £ | VAT £ | Total £ | Payment Method |
| Parish Council | | | | | |
| | Salaries, HMRC, pension (December and January) | | | 9,475.70 | BACS |
| Amazon EU S.a.r.l UK Branch | Stationery | 28.39 | 5.70 | 34.09 | CARD |
| Apogee | Copies | 0.88 | 0.18 | 1.06 | BACS |
| HMRC Land Registry | Search | 3.00 | | 3.00 | CARD |
| Iliffe Media | Job Advertisement | 520.00 | 104.00 | 624.00 | BACS |
| Light and Mobile Accessories | Individual Items – Paint | 5.37 | 1.08 | 6.45 | CARD |
| NSDC | Play Equipment Inspections | 95.00 | 19.00 | 114.00 | BACS |
| Sherwood Signs | Individual Items – Safety Sign Dale Crescent | 60.00 | 12.00 | 72.00 | BACS |
| Unity Bank | Bank Charges | 18.00 | | 18.00 | BACS |
| Verve Architecture | Individual Items – Village Hall Designs | 900.00 | | 900.00 | BACS |
| Zoom | Software/licences Online meeting platform | 23.98 | 4.80 | 28.78 | CARD |
| Village Hall | | | | | |
| Ionos by 1&1 | Email provider & domain | 15.96 | 3.20 | 19.16 | BACS |
| Amazon EU S.a.r.l UK Branch | Individual Items - blind slats. straps | 17.04 | 3.41 | 20.45 | CARD |
| BC Profiles | Individual Items - carpet glue | 14.91 | 2.98 | 17.89 | |
| Brighter Bills | Utilities - Mobile Phones | 59.84 | 11.96 | 71.80 | BACS |
| BT | Phone and broadband | 142.35 | 28.47 | 170.82 | BACS |
| Cardea Solutions | Individual Items - door finger protectors | 56.48 | 11.30 | 67.78 | BACS |
| Crown | Utilities - Gas | 193.68 | 9.69 | 203.37 | BACS |
| DCR | Boiler Service | 140.00 | 28.00 | 168.00 | BACS |
| Kepes | Individual Items - blind weights. | 12.07 | 2.42 | 14.49 | BACS |

| | | | | | |
|--------------|---------------------|--------|-------|--------|------|
| Lemonfresh | Cleaning Services | 300.00 | | 300.00 | BACS |
| NSDC | Premises Licence | 180.00 | | 180.00 | BACS |
| NSDC | Trade Waste | 110.36 | 22.08 | 132.44 | BACS |
| PHS | Waste | 81.60 | 16.32 | 97.97 | BACS |
| PPL/PRS | Music Licence | 264.04 | 52.81 | 316.85 | BACS |
| RB Wholesale | Cleaning - Products | 82.42 | 16.48 | 98.90 | BACS |
| SSE | Electricity | 573.21 | 28.66 | 601.87 | BACS |
| Unity | Bank Charges | 18.00 | | 18.00 | BACS |
| Waterplus | Water | 216.28 | | 216.28 | BACS |

d. Items of Expenditure to be considered

| Expenditure | Budget Area | Net £ | VAT £ | Total £ |
|---------------------------------------------------|---------------------------------|-----------------------------|---------|---------|
| i. Woodland ground maintenance | Grounds Maintenance (CIL) | See quote | | |
| ii. Woodland Tree Maintenance | Grounds Maintenance (CIL) | 5121.00 | 1024.20 | 6145.20 |
| iii. Tree Survey – Village Hall and Dale Crescent | Grounds Maintenance | 300.00 | 60.00 | 360.00 |
| iv. Donation to the Woodland Trust | Section 137 | Councillors to consider | | |
| v. Coat of Arms | Parish Council Individual Items | See quote – various options | | |
| vi. Honour Boards | | See quote various options | | |

Hello,

Sorry for the delay in coming back to you,

Please find attached and below some cost guides of the works you have asked to be carried out. All prices below exclude VAT.

Trees

Attached is an assessment of all the trees that have been highlighted in the tree report which require work.

Prices can be adjusted depending on works you wish to carry out, I can reduce the costs if we can do them in a block.

Scrub Land Clearance

We spoke of the plans to try and encourage, through nature, and community planting schemes to encourage and create a wild flower meadow amongst the Trees. To get that off to the best start I would recommend we cut it all down to a ground level, and start from fresh.

We will use a Greenclimber to mulch the site. This is a tracked remote controlled machine that will deal with any product up to 2" diameter. This will include chipping any brash material we find amongst the vegetation.

£1950.00

Future Maintenance

To close mow pathways through the meadow, and path edges through the growing season fortnightly. Clear away grass debris off pathways and hardstanding. Approx. 16 Cuts per year

£725.00

Wildflower Meadow Cut and Collect

We can look at this cost once we have established a method of managing the meadow, this may include two cuts in year one and two to control the grass and nettle vigour, dropping down to once a year in year 3 onwards.

Cost to be associated from management plan.

Further additions can be discussed, please ask. Any questions do let me know,

Kind regards,

Item 8 di & ii

| Tree number | Species | Condition | Proposed works | Other comments | Price | | |
|--------------|-------------------|-----------|-------------------------------------------------------------|-------------------------------|----------------|------|-------------------|
| 801 | Norway maple | Fair | Deadwood and clear from street lights | | £260 | | |
| 803 | Common yew | Fair | Severe ivy | | £60 | | |
| 804 | Common yew | Fair | Remove deadwood | | £135 | | |
| 807 | Deodar Cedar | Good | Remove deadwood | | £660 | | |
| 808 | Deodar Cedar | Poor | Remove deadwood and failed branches | Tree requires bracing | £660 | | |
| 810 | Western Red Cedar | Fair | Height reduction | | £460 | | |
| 811 | Western Red Cedar | Poor | Fell | | £460 | | |
| 812 | Sycamore | Poor | Fell | Cavity and fungus at the base | £410 | | |
| 813 | Norway maple | Fair | Remove deadwood | | £360 | | |
| 814 | Western Red Cedar | Fair | Height reduction | | £460 | | |
| 815 | Maidenhair tree | Good | Remove deadwood | | £360 | | |
| 817 | Silver maple | Fair | Remove deadwood | | £360 | | |
| 820 | Norway maple | Fair | Remove deadwood | | £460 | | |
| 821 | Western Red Cedar | Poor | Fell | | £550 | | |
| 822 | Sycamore | Fair | Remove deadwood | | £360 | | |
| 823 | Common yew | Poor | Fell | | £360 | | |
| 824 | Western Red Cedar | Fair | Height reduction | | £350 | | |
| 833 | Common oak | Fair | Remove deadwood | | £360 | | |
| 837 | Norway maple | Fair | Reduce back from street light | | £260 | | |
| 838 | Sycamore | Fair | Remove deadwood | | £360 | | |
| 840 | Corsican pine | Fair | Reduction of weight in limbs | | £660 | | |
| 843 | Corsican pine | Fair | Remove deadwood | | £460 | | |
| 847 | Horse chestnut | Poor | Pollard | | £460 | | |
| 849 | Horse chestnut | Fair | Reduce lateral branches overhanging neighbouring properties | | | £450 | Already completed |
| 852 | Horse chestnut | Poor | Pollard | Cavities present in main stem | £560 | | |
| 853 | Horse chestnut | Poor | Fell | | £660 | | |
| 855 | Turkey oak | Fair | Remove deadwood | | £460 | | |
| 857 | Western Red Cedar | Poor | Fell | | £460 | | |
| 867 | Sequoia | Fair | Remove deadwood | | £550 | | |
| 868 | Sequoia | Fair | Removal of deadwood | | £460 | | |
| 869 | Tree of heaven | Poor | Remove | Access platform require | £1,150 | | |
| 873 | Field maple | Fair | Crown lift | | £250 | | |
| 875 | Sycamore | Poor | Fell | | £500 | | |
| 876 | Broad leaved lime | Fair | Remove deadwood | | £360 | | |
| 878 | Sycamore | Fair | Branch reduction | Cavity present at old branch | £460 | | |
| 885 | Sycamore | Poor | Fell | | | £550 | Already completed |
| 886 | Sycamore | Poor | Fell | | | £550 | Already completed |
| 887 | Common oak | Fair | Remove deadwood | | £460 | | |
| 888 | Norway maple | Fair | Remove deadwood | | £360 | | |
| 891 | Broad leaved lime | Fair | Remove deadwood | | £360 | | |
| 893 | Norway maple | Fair | Remove deadwood | | £360 | | |
| 894 | Broad leaved lime | Fair | Remove deadwood | | £200 | | |
| 895 | Broad leaved lime | Fair | Remove deadwood | | £200 | | |
| 896 | Broad leaved lime | Fair | Remove deadwood and epicormic growth | | £360 | | |
| 897 | Broad leaved lime | Fair | Remove deadwood and epicormic growth | | £360 | | |
| 898 | Broad leaved lime | Fair | Remove deadwood | | £215 | | |
| 899 | Broad leaved lime | Fair | Remove deadwood | | £215 | | |
| 900 | Broad leaved lime | Fair | Remove deadwood | | £215 | | |
| 901 | Broad leaved lime | Fair | Remove deadwood | | £215 | | |
| 902 | Broad leaved lime | Fair | Remove deadwood | | £215 | | |
| 903 | Broad leaved lime | Fair | Remove deadwood | | £215 | | |
| 904 | Horse chestnut | Fair | Remove deadwood | | £360 | | |
| Total | | | | | £19,465 | | |

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

QUOTATION

| | | | |
|-------------|--------------|---------------|--------------------------|
| No. | AB1178 | Date. | 10/1/22 |
| Tel. | 01636 613024 | email. | office@fernwood-pc.co.uk |

| Details | £ | P |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <p>For the :</p> <p>Undertaking of all works as highlighted in the Tree Survey dated 13th November 2020.</p> <p>Logs to be removed from site, brash to be chipped and spread on the woodland floor. Stumps from removals to be left at near ground level.</p> <p>Thank you for your enquiry.</p> <p>A Binks</p> | £5121 | 00 |
| SUB – TOTAL | £5121 | 00 |
| VAT @ 20% | £1024 | 20 |
| TOTAL | £6145 | 20 |

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

QUOTATION

| | | | |
|-------------|--------------|---------------|--------------------------|
| No. | AB 1176 | Date. | 10/1/22 |
| Tel. | 01636 613024 | email. | office@fernwood-pc.co.uk |

| Details | £ | P |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <p>For the :</p> <p>Carrying out of general condition survey update to all trees within the parish councils boundary at the above address and at Dale Crescent.</p> <p>Thank you for your enquiry.</p> <p>A Binks</p> | £300 | 00 |
| SUB – TOTAL | £300 | 00 |
| VAT @ 20% | £60 | 00 |
| TOTAL | £360 | 00 |

| Work Element | Cost (£ ex VAT) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p>2022 Hazard Tree Survey – 3 Key areas highlighted by Fernwood Parish Council</p> <p>Undertake full Visual Tree Assessment (VTA) of all trees larger than 75mm diameter within proximity to Highways, railways, communal land and Public footpaths Identify ‘gross defects’ and ‘remedial defects’. Identify any statutory constraints affecting the site and advise on the implications.</p> <p>The above will be part of a walkover gross defect survey highlighting only trees requiring remedial action only. Tree requiring removal will be marked with spray paint (Any third party trees noted for removal will not be sprayed).</p> <p>All survey work will match the criteria set within the Fernwood Parish Council along with following best practice.</p> <p>Note: All survey work is undertaken using digital survey software and by a qualified arboricultural consultant to degree level.</p> <p>Should we be instructed to undertake the survey we will have the survey and reports completed within 10 working days.</p> <ul style="list-style-type: none"> • Dale Crescent £250.00 • Fernwood Village Hall £250.00 • Woodland (east and west) £750.00 | <p>£1250.00</p> |
| <p>Digital OS Plans</p> <p>To enable ourselves to produce a comprehensive report with associated plans we will have to purchase OS digital plans.</p> <p>Note: We will also issue you with mater copies of the plans for your records.</p> | <p>£244.00</p> |
| <p>Hazard Tree Survey - Report</p> <p>Produce a comprehensive report providing full tree schedule for trees with associated tree surgery works, providing a schedule dependent upon work priorities. Advise on identified risks and proposed re-inspection timetable to manage client liabilities. Reports will contains supporting plans and images.</p> <p>Note: Report issued as pdf. Please advise if xcl. and/ or shp. file formats are also required.</p> | <p>Included within the site survey cost</p> |
| <p>Total Cost for 2022 data collection and site-specific reports (ex VAT)</p> | <p>£1494.00</p> |

Grant of Arms



Windsor Herald <windsor@college-of-arms.gov.uk>
To: clerk@fernwood-pc.co.uk

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Sun 21/11/2021 09:35

You forwarded this message on 22/11/2021 08:50.

Dear Ms Fox Goddard,

Thank you for your email to the College of Arms on behalf of Fernwood Parish Council.

Arms have been granted since the fifteenth century by the Kings of Arms, the three senior officers of arms, who act in this regard on behalf of the Crown. The letters patent by which they are appointed say that they may grant arms only to eminent persons and organisations and subject to the approval of the Earl Marshal, who has overall responsibility for the College of Arms within the Royal Household. Arms are therefore not reserved to individuals only, but can also be granted to organisations, including parish councils.

The first stage in the process by which a grant is made is for the officer acting – in your case, me – to draft a petition addressed to the Earl Marshal. In order to do this, I need to know about the history of the Parish Council and how and when it was formed. I also need to know how it is constituted and who will be petitioning on its behalf (ordinarily, the Chairman of the Parish Council). I note that your Policies and Procedures and Financial Statement are available on your website, but it would assist me if you could kindly confirm that the website contains the most recent and current documentation in this regard. I shall also need to know whether you are petitioning for a grant of arms and/or crest, or whether you wish to petition for a badge to be granted in the same patent. The arms and crest may only be used by the organisation itself whereas a badge has freer use and may be used by other people associated with the organisation with its permission.

The fees for a civic or not-for-profit body are currently:

| | 2021 | 2022 |
|-------------------------------------------------|---------|---------|
| Arms and crest | £13,930 | £14,555 |
| Arms (reduced fee for a parish or town council) | £8,045 | £8,405 |
| Badge in the same patent | £2,390 | £2,500 |

Our fees go up after Christmas each year and I have indicated next year's fees for information.

The fees are due in favour of Marshalcy Crown Monies Account when the petition is submitted. Assuming that this is accepted, the Earl Marshal's Secretary will draft a warrant addressed to the kings of arms instructing them to proceed. I shall then consider the design. You may leave it entirely to me, but most organisations wish to have some input into the design. To that end, I usually find a meeting here lasting about an hour to be the most efficient way of coming up with a possible design. If you prefer, this may alternatively be dealt with by remote means. The aim of the design is to have something as simple as possible that is either a pun on the name of the organisation or which otherwise reflects its location, history and/or activities. I then have to check that the design has never been granted before. Once I am satisfied, I will instruct the artist who will paint the patent to paint an approval sketch showing what it is proposed to grant. At that point, you can make as many changes as you want before I seek the approval of the kings of arms that they will grant the design. The fees cover all basic costs of the grant, including the initial approval sketch.

Once their approval has been given, the arms may be used, even though it will be a number of months before the letters patent are ready for collection. These show, in addition to the text of the grant, the armorial bearings illuminated on vellum. Examples can be found on the College of Arms' website, on <http://www.college-of-arms.gov.uk/>.

I look forward to hearing from you if you wish to proceed. If you have any questions you wish to ask, please do not hesitate to e-mail or ring me.

Yours sincerely,



John Petrie OBE
Windsor Herald

College of Arms | 130 Queen Victoria Street | London EC4V 4BT
+44 (0)20 7329 8755 | windsor@college-of-arms.gov.uk

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For the attention of Marion Fox Goddard via email office@fernwood-pc.co.uk

Dear Marion

Thank you very much for your enquiry regarding an honours board, please find details below. Our complete range can be seen on our web site www.harrystebbing.com

We only use superior grade, Oak veneered MDF for the Honours Boards as it has an exceptionally high-quality Oak veneer, but more importantly it is extremely stable.

We can make any size or style that you like; however, we have quoted for our most popular style/sizes. If you would like to go ahead with an order, we will happily supply a coloured drawing showing the layout.

Vinyl lettering can be in any colour but more usually it's Black, Ivory or Gold. We would strongly recommend black lettering against light Oak, as gold lettering does not contrast sufficiently to be easily read. (Please see p3). Full and single colour logos can be printed if supplied as a jpeg, eps or ai high resolution file, requiring minimum or no manipulation. Any lettering would need to be supplied in a word document.

Letter prices:

Large title letters @ £1.40 each

Column headings @ 97p each

1-50 Small letters @ 49p each

51-100 Small letters @ 43p each

Over 100 Small letters @ 37p each

Full Colour Logo @ £53:00, Single Colour Logo @ £38:00

Option 1: Honours Board ~ Superior Grade Oak Faced MDF

Style: Straight Top with Plain Edge

Size 1: 600mm (24") wide x 800mm (31½") tall @ £156:00

Size 2: 700mm (27½") wide x 850mm (33½") tall @ £193:37

Size 3: 900mm (35½") wide x 1100mm (43¼") tall @ £321.75

Alternatively, for the serpentine (curved) top, please add £60:00 to the above prices.

Option 2: Honours Board ~ Superior Grade Oak Faced MDF

Style: Straight Top with Chamfered or Quarter Bead Edges

Size 1: 600mm (24") wide x 800mm (31½") tall @ £212:00

Size 2: 700mm (27½") wide x 850mm (33½") tall @ £255:37

Size 3: 900mm (35½") wide x 1100mm (43¼") tall @ £401:75

Alternatively, for the serpentine (curved) top, please add £60:00 to the above prices.

Option 3: Honours Board ~ Superior Grade Oak Faced MDF

Style: Straight Top with Additional Oak Moulding

Size 1: 600mm (24") wide x 800mm (31½") tall @ £296:00

Size 2: 700mm (27½") wide x 850mm (33½") tall @ £348:37

Size 3: 900mm (35½") wide x 1100mm (43¼") tall @ £521:75

Alternatively, for the serpentine (curved) top, please add £130:00 to the above prices.

The above prices also include "a rather cunning (!) discrete mounting system" together with all the necessary screws and rawl plugs.

Delivery Charges: This will be approx. £55 + VAT, depending on the size of the honours board.

The above prices are subject to VAT. They will be held valid for 60 days. If you feel that there may be a delay of longer than 60 days in placing an order (ie planning permission or grant application or funding through another body or faculty), please contact me and I can save you a place – with no commitment on your part – on our order books, which will save you slipping to the bottom of the list once you are in a position to place an order.

We do not offer an installation service, as we've found that there tends to be local odd job men/builders that are more than happy to help. We don't offer a specific limited guarantee ~ we still work on old fashioned values & will always stand by **our** workmanship. I'm sure you'll understand that this promise doesn't cover faulty installations or vandalism!

We trust that the quotation meets your requirements, and we look forward to your further instructions. If you would like to receive a sample of the colour/lipping/vinyl combinations I'd be happy to send it to you. In the meantime, if



Fernwood Parish Council Budget Proposal for 2022/23

Introduction

This document outlines the proposed budget for the next financial year. The budget proposed differs from the previous years' budgets for 2 main reasons; employment of an administration assistant, the new youth service provision. We should also be receiving Community Infrastructure Levy but at the time of writing this report I do not have the figures.

On page 5, there are notes explaining variation from last years figures.

The Parish Council continues to have a significant level of reserves – (see Appendix 2 for current financial position) which are being kept in anticipation of the Council taking ownership of the open spaces in Fernwood. When this is possible the Council will be in a better position to take improve facilities in the village and the funds will be used for this purpose.

If you have any questions regarding this budget document, please email the Parish Clerk and Responsible Financial Officer: clerk@fernwood-pc.co.uk

| Parish Council and Village Hall Payments Budget for 2021/2 | | Review after 3rd Quarter and Budget Proposal for 2022/23 | | | | |
|------------------------------------------------------------|-----------------------------|----------------------------------------------------------|------------------------------------|----------------------------|-----------------------------------|-----------------------------|
| Type of Payment | Final Expenditure 2020/21 £ | Budget 2021-22 | Agreed Forecast Revisions @ 1/7/21 | Expenditure up to 31/12/21 | Current Projected outturn 2021/22 | Proposed Budget for 2022/23 |
| Administration | | | | | | |
| Salaries and statutory payments:PAYE, NI and | 54145 | £ 56,500 | £ 56,500 | £ 44,761 | £ 58,000 | £ 68,500 |
| Training | 654 | £ 750 | £ 750 | £ 84 | £ 250 | £ 750 |
| Copier Rental & Printing | 1475 | £ 1,500 | £ 1,500 | £ 1,139 | £ 1,500 | £ 1,600 |
| Telephone & Broadband & Internet | 1852 | £ 1,300 | £ 1,300 | £ 946 | £ 1,300 | £ 1,350 |
| Stationery | 148 | £ 250 | £ 250 | £ 183 | £ 250 | £ 250 |
| IT | 667 | £ 500 | £ 500 | £ - | £ 1,700 | £ 500 |
| Licences | 427 | £ 700 | £ 700 | £ 439 | £ 700 | £ 750 |
| Postage | 0 | £ 25 | £ 25 | £ 13 | £ 25 | £ 25 |
| Expenses & Mileage | 193 | £ 300 | £ 300 | £ 80 | £ 150 | £ 200 |
| Insurance | 1594 | £ 1,725 | £ 1,725 | £ 1,621 | £ 1,621 | £ 1,700 |
| Bank Charges | 144 | £ 150 | £ 150 | £ 108 | £ 150 | £ 150 |
| Legal | 0 | £ 8,500 | £ 8,500 | £ 4,365 | £ 8,500 | £ 5,000 |
| Audit Fees | 605 | £ 700 | £ 700 | £ 783 | £ 850 | £ 900 |
| Individual Items | 6410 | £ 7,500 | £ 7,500 | £ 4,173 | £ 8,500 | £ 8,000 |
| Memberships: NALC, SEC etc | 800 | £ 850 | £ 850 | £ 383 | £ 850 | £ 900 |
| Election Charges | 134 | | | | | |
| Capital Projects | | | | | | |
| Signage & Maps | 114 | £ 500 | £ 500 | £ - | £ 500 | £ 500 |
| Derry land purchase | 0 | £ 20,000 | £ 20,000 | £ - | £ 20,085 | £ - |
| Street Lamp/path repairs | 0 | £ 19,000 | £ 19,000 | £ - | £ 1,180 | £ 18,500 |
| Grounds Maintenance | | | | | | |
| Play equipment (checks and maintenance) | 978 | £ 300 | £ 300 | £ 186 | £ 186 | £ 300 |
| Ground Maintenance (Grass & Trees) | 438 | £ 8,500 | £ 8,500 | £ 25 | £ 8,500 | £ 3,500 |
| Section 137 Grant | | | | | | |
| | 1150 | £ 3,000 | £ 3,000 | £ 375 | £ 3,000 | £ 3,000 |
| Promotional Activities | | | | | | |
| Publications | 840 | £ 1,500 | £ 1,500 | £ 730 | £ 1,500 | £ 1,600 |
| Events | 0 | £ 500 | £ 500 | £ - | £ - | £ 3,000 |
| Village Amenities | | | | | | |
| Defibrillator maintenance | 46 | £ - | £ 250 | £ 104 | £ 250 | £ 250 |
| Dog Bin Emptying | 4356 | £ 2,900 | £ 2,900 | £ 2,402 | £ 2,900 | £ 3,000 |
| Neighbourhood Watch / CCTV | 0 | £ - | £ - | £ - | £ - | |
| Village Hall | | | | | | |
| Advertising | 0 | £ 500 | £ 500 | £ - | £ - | £ 500 |
| Waste Removal | 864 | £ 1,400 | £ 1,400 | £ 627 | £ 900 | £ 1,400 |
| Legionella Testing | 1309 | £ 1,000 | £ 1,000 | £ 628 | £ 1,000 | £ 1,500 |
| Maintenance including Boiler, CCTV and Intruder Alarm etc | 1965 | £ 2,300 | £ 2,300 | £ 2,925 | £ 3,500 | £ 3,500 |
| One off Maintenance Services (e.g. PAT, Fixed electrics) | 1122 | £ 2,000 | £ 2,000 | £ 2,784 | £ 3,300 | £ 2,100 |
| PHS Hygiene Solutions and Cleaning Products | 923 | £ 1,200 | £ 1,200 | £ 446 | £ 650 | £ 400 |
| General cleaning | 1039 | £ 2,100 | £ 2,100 | £ 1,415 | £ 2,100 | £ 2,200 |
| Utilities | 4275 | £ 5,000 | £ 5,000 | £ 3,166 | £ 5,000 | £ 6,000 |
| Architectural Services | 0 | | | £ 900 | £ 900 | £ 1,800 |
| Youth Project | | | | | | |
| Youth Club provision | 0 | £ - | £ - | £ 14,486 | £ 14,486 | £ 12,000 |
| Total | 88,666 | £ 152,950 | £ 153,200 | £ 90,278 | £ 154,283 | £ 155,625.00 |
| Key/Notes | | | | | | |
| Orange indicates where we proposed to use CIL in 2022/23 | | | | | | |

Total expenditure budget £155,625. The table on page 4 shows proposals for how we can fund this expenditure.

| Projected Sources for 2022/23 expenditure | |
|--------------------------------------------------|------------------|
| CIL | £ 35,500 |
| Precept | £ 80,949 |
| Village Hall income/feed in tariff | £ 26,750 |
| VAT reimbursements | £ 2,500 |
| Reserves | £ 9,926 |
| Total | £ 155,625 |

| Parish Council and Village Hall Receipts Budget for 2021/2 | | Review after 3rd Quarter and Budget Proposal for 2022/23 | | |
|-------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------|-------------------------------------------|--------------------------------------|
| Type of Receipt | Final Income 2020/21 £ | Original Budget 2021/22 £ | Current Projected Outturn 2021/2 £ | Proposed Budget for 2022/23 £ |
| Precept | 70008 | 71,619 | £ 71,619 | 80,949 |
| VAT rebate | 4182 | 2,500 | £ 2,500 | 2500 |
| CIL | 192321 | 59,000 | £ 59,616 | Awaiting figures |
| Regular Hire | 6589 | 12,000 | £ 16,000 | 18,000 |
| Other Hire / Events | 477 | 2,000 | £ 6,000 | 7000 |
| Bar Profits | 364 | - | £ 250 | 250 |
| Feed in Tariff | 1545 | 1,500 | £ 1,500 | 1500 |
| Grants | 20269 | 4,000 | £ 10,100 | 1000 |
| Interest | 764 | - | £ 1,400 | 1400 |
| Advertising Income | 145 | - | £ 600 | 600 |
| Total | 296,664 | 152,619 | 169,585 | 113,199 |

Explanations for Significant Increases/Changes between the 2021/22 and 2022/23 Budget

| Expenditure | Reason for changes |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salaries | Clerk hours increased from 20 to 30 hours Nottinghamshire Local Government Pension deficit repayments. Administration Assistant being recruited (15 hours per week) |
| Individual Items | Detail can be found in appendix 1. These are items that don't fall under the other expenditure headings. They tend to be one off purchases, for example new work surfaces, or items that we do buy each year but don't warrant a budget line of their own due to the relative low expenditure, for example Remembrance Day wreaths. Appendix 1 has details of the individual item expenditure breakdown for the 2021/22 up until the end of December. |
| Legal | Legal work required as the Council has the following projects planned: <ul style="list-style-type: none"> • Purchase of Woodland in the Village • Contract required for the maintenance/future ownership provision for open spaces of in developments in the village. |
| Ground Maintenance | High in 2021/22 due to planned work on the trees in the woodland behind the nursery. 2022/23 figure includes projected ongoing maintenance costs once the initial work has been done. |
| Village Hall events | No events in 2021/22 due to Covid 19. £3000 provision suggested for the Jubilee celebrations in 2022/23. |
| Various one-off costs related to Woodland Purchase | Projected cost of signage, streetlamp and path repairs. Once the land is in the Parish Council's ownership, NCC will inspect the lights and we will be better equipped to decide whether to request the paths are adopted. |
| Maintenance Services | 5-year fixed wiring testing and repairs required led to increased costs in 2021/22. |
| Utilities | Energy was reduced in 2021/22 due to the lockdowns/minimal usage. Normal usage assumed for 2022/23 with increased costs due to the energy market increases. |
| Legionella Services | Legionella Risk Assessment is due in 2022/23 so this has been factored into the budget |
| Architectural Services | The Council has decided to explore options to make better use of space at the Village Hall and extend the offer for rental. |
| Youth project | New project agreed in 2021/22. |

| Income | Reason for changes |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Precept | The Council Tax Base has increased due to new properties being built in the village. The proposed precept request is £80,949. This is the same band D rate of £75.05 as last year. |
| CIL | The figure for 2022/23 has been requested from NSDC and is related to developments in the village. We have enough Community Infrastructure Levy (CIL) to cover budgeted costs for 2022/23, leaving a significant amount for future projects in the village. |
| Regular Hire | 2021/22 income was again affected by Covid19 restrictions. The forecast for 2022/23 relies on regular hire being back to normal for the next financial year. |
| Other hire/ad hoc hire income/bar commission | 2021/22 income was again affected by Covid19 restrictions. The forecast for 2022/23 relies on ad hoc hire being back to normal for the next financial year. |

Appendix 1: Individual Items bought in 2021/22 up to 31/12/21

Parish Council

| Supplier | Total Cos | Item bought |
|-----------------------------------------------------------|------------------|-----------------------------------|
| Kirk and Bills | £ 744.00 | Loft insulation |
| Iliffe Media | £ 624.00 | Advertising Administration Post |
| Balderton Parish Council | £ 277.50 | Road Closure - remembrance Sunday |
| Kirk and Bills | £ 235.20 | Installation dog bins |
| Plastic Sheets.com | £ 125.29 | Perspex for noticeboards |
| Amazon EU S.a.r.l UK Branch | £ 119.00 | Microphone |
| Lizs Garden Centre | £ 86.48 | Plants |
| Lizs Garden Centre | £ 77.49 | Plants |
| Boston Bulbs | £ 69.34 | Bulbs |
| G & S Signs | £ 54.00 | Dog Sign |
| Marion Fox Goddard | £ 53.97 | Wreaths |
| Lighting and mobile accessories | £ 35.50 | Paint |
| Stapleoffice Ltd | £ 31.99 | White board |
| Shenzhenshikaitengdamaoyiyouxiangongsi | £ 31.38 | Webcam |
| Shan Zhen Shi Fu tian qu sai ge dian zi shi chang li bang | £ 21.95 | USB extension cable |
| Amazon EU S.a.r.l UK Branch | £ 18.99 | Hoe |
| Amazon EU S.a.r.l UK Branch | £ 9.99 | Bulp planter |
| HM Land Registry | £ 9.00 | Searches |
| AKRG | £ 6.95 | Watering can |
| Lighting and mobile accessories | £ 6.45 | Hammerite Paint |
| HM Land Registry | £ 3.00 | Search |
| Total | £2,641.47 | |

Village Hall

| Supplier | Total Cos | Item bought |
|--------------------------------|-------------------|---------------------------------|
| Modular Express Ltd | £ 369.99 | Tap for disabled toilet |
| Gopak Ltd | £ 369.74 | Tables |
| Anstey Energy | £ 195.00 | EPC certificate |
| Buildbase | £ 113.58 | Paint |
| Newark and Sherwood Locksmiths | £ 106.50 | Keys |
| Parrs | £ 87.60 | Bike Rack |
| PK Pest Control | £ 75.00 | Wasp nest removal |
| Cardea Solutions | £ 67.78 | Finger shield (door protection) |
| Amazon EU S.a.r.l UK Branch | £ 55.72 | Battery for drill |
| Ossian Online Ltd | £ 41.85 | Cigarette Bins |
| JPFire | £ 33.00 | Fire extinguisher |
| Malcolm Dickinson | £ 27.98 | Gutter guard |
| Malcolm Dickinson | £ 19.98 | Padlock |
| BC Profiles | £ 17.89 | Carpet glue |
| Malcolm Dickinson | £ 15.00 | Maintenance item |
| Kepes | £ 14.49 | Blind weights |
| Amazon EU S.a.r.l UK Branch | £ 13.98 | Straps to hold matts up |
| Malcolm Dickinson | £ 13.19 | Wire cutter/repairs |
| Amazon Services Europe | £ 6.48 | Blind slats |
| Buildbase | -£ 113.58 | Paint refund |
| | £ 1,531.17 | |

Appendix 2: Bank Reconciliation from December 31st 2021

Bank Reconciliation

Period Ending 31-Dec-21

Fernwood Parish Council

Prepared by: *Marion Fox Goddard, Clerk*

Date: 05 January 2022

Approved by:

Date:

Balance per bank statement as at 31-December-2021

| | £ | Total £ |
|------------------------------------------------------------------------|------------|---------------------------|
| TSB Current Account - Parish Council | £8,436.91 | |
| TSB Reserve Account - Parish Council | £60,488.05 | |
| Unity Trust - Parish Council | £47,534.33 | |
| TSB Current Account - Village Hall | £5,047.95 | |
| TSB Reserve Account - Village Hall | £7,178.57 | |
| Unity Trust - Village Hall | £13,010.30 | |
| Nationwide | £83,573.71 | |
| Redwood | £85,000.00 | |
| Virgin Money | £85,722.50 | |
| Petty Cash | None held | |
| | | 395,992.32 |
| Less: any unpresented cheques/BACS payments at 31-December-2021 | | £0.00 |
| Add: any unbanked cash / cleared cheques at 31-December-2021 | | £0.00 |
| Net bank balances as at 31-December-2021 | | <u>£395,992.32</u> |

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

CASH BOOK

| | |
|-------------------------------------------------------------|---------------------------|
| Opening Balance | £324,564.58 |
| Add: Receipts in the year | £158,764.66 |
| Less: Receipts from 2020/21* | -£58.50 |
| Less: Payments in the year | £87,278.42 |
| Closing balance per cash book as at 31-December-2021 | <u>£395,992.32</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



Employee Eye Test Reimbursements

Introduction

Fernwood Parish Council follows Health and Safety Executive Guidance on [Display Screen Equipment](#).

The law says employers must arrange an eye test for [display screen equipment \(DSE\) users](#) if they ask for one and provide glasses if an employee needs them only for DSE use.

Procedure

1. DSE users are required to arrange their own eye tests and submit an expense claim for Fernwood Parish Council to reimburse the cost. (Should the employee prefer the Parish Clerk to arrange the test, this can be arranged).
2. Fernwood Parish Council will pay for their employees' glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at.¹ However, reimbursement will be limited to the cost of basic glasses that would meet the DSE work requirement. Employees must provide the receipt for the glasses; if the employee has chosen 'improved specification' glasses as detailed in the footnote below, a quote for basic glasses that would be suitable for DSE use should be provided for the Parish Council to pay this amount.

¹ Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses. 'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work. Employers' liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e., of a type and quality adequate for the user's work. Where bifocal or varifocal spectacles are prescribed as special corrective appliances (see caution at paragraph 83) the employer is required to meet the costs associated with providing a basic frame and the prescribed lenses.

Current Policies to be reviewed:

- b. [Risk Register](#)
- c. [Village Hall Risk Assessment](#)
- d. [Dale Crescent Green Risk Assessment](#)
- e. [Communications Policy](#)
- f. [Health and Safety Policy](#)

Item 10b

**Fernwood Village Hall Management Group
at Fernwood Village Hall**

November 15th, 2021

Councillors – Ryan Cullen, Jim Weale and Mollie Weale

Fernwood Community Church representative – Carl Meacham

Community representative - Cheryle Mack

Staff – Malcolm Dickinson, Marion Fox Goddard

Contractor – Mark Crowther, Architect (for item 2)

| | Issue | By whom | By when |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 1 | <p>Approval of the Minutes of the previous meeting 20/9/21 The minutes were approved.</p> | | |
| 2 | <p>Village Hall Extension Update Marion had invited Mark to the meeting following the Parish Council agreeing to appoint Mark to do the planning work for a village hall extension. At the October Parish Council meeting, the Council opted to use the changing room space for storage and build a large hall extension on the back car park, with the finer details to be worked on by Marion and Mark and input from the Village Hall Management Group.</p> <p>Mark gave some background on his projects and his experience and his training. The quote so far is only for the planning process and a feasibility study. The following ideas were discussed:</p> <ul style="list-style-type: none"> • Parking - Due to the extra footfall that a new hall would bring Mark recommended that we need to have as many spaces as there are currently or more. • Electric car charging points. On the edge of the building. • As energy efficient building as possible including solar panels • Mark could suggest builders he knows that have done projects like this in the past. • Suggestion: training workshops • Suggestion: having a stage² | | |

² After the meeting, Councillor Cullen recalled a stage consultation that was conducted in 2019. Marion has looked back and there were no regular users in favour of having a stage at the time. In particular, the amateur dramatics group did not want to stage as they like the flexibility of the modular stage that is available now. With this feedback and the knowledge that we have on how users use the space, we do not think it is worth exploring this idea any further as the modular stage we have gives us the flexibility for all types of use of the hall.

| | Issue | By whom | By when |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|
| | <p>(The brief prior to the meeting/discussed by the VHMG 21/6/21):</p> <ul style="list-style-type: none"> • Accessible without going through main building. • Disabled toilet with nappy change facility • Sink and cupboards for drink making facilities. • Lockable users' storage cupboard. • Storage cupboard for tables & chairs • Lockable storage cupboard for items currently in the containers (some hazardous petrol, lawnmowers etc., items used for maintaining the hall/grounds) • Keep plant room where it is currently if possible. (Ideally village hall staff access only. i.e., user room to have different access point). • Extension to be served by the current heating system if possible. <p>Survey to be conducted to check the building was built to the plan.</p> <p>Give Mark more detail on users' storage requirements</p> <p>Design Work to be commenced</p> | <p>MC</p> <p>MFG</p> <p>MC</p> | <p>17/11</p> <p>17/11</p> <p>ASAP</p> |
| 3 | <p>Matters Arising</p> <p>Car Park flower beds – New plants are in both flower beds in the car park next to the village hall. Bulbs have also been planted. Malcolm has also planted bulbs to the bed along the side of the hall.</p> <p>New front door lock - Keys - all weekly regular users (apart from one that we're waiting for to come in) now have their own key. We have decided not to use fobs and given them an alarm code to use - this is working well. Key safe number to be changed when the last user has collected their key.</p> <p>Fixed electrical test work – this remedial work has been started and the contractor will be coming back to finish this.</p> <p>Teenager party update – payment plan set up for one user to pay off their debt. £200 cash bond has now been introduced.</p> | MFG/MD | ASAP |
| 4 | <p>Terms and Conditions Review</p> <p>The group felt no changes were required. Marion noted we need to add the £200 cash bond for teenager parties to the ad hoc user agreement. Group recommendation to be taken to Full Council. Comparison of agreements with ACRE documents to be completed</p> | MFG MFG MFG | 25/11 17/1 ASAP |
| 5 | <p>Village Hall Free Usage Policy review</p> <p>The group felt no changes were required. Group recommendation to be taken to Full Council.</p> | MFG | 17/1 |
| 6 | <p>Bookings Update</p> <p>Ad hoc bookings picking up.</p> | | |
| 7 | <p>Hall Transfer Update</p> | | |

| | Issue | By whom | By when |
|---|----------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| | Legal paperwork has been signed off by both parties. Just waiting for a completion date. | | |
| 8 | Any Other Business Fire Drill conducted on 4/11. This led to learning points which were shared with all regular users. | | |
| | Next meeting – 11am January 24 th | | |



the **play inspection** company

Annual Inspection

Newark & Sherwood District Council

Dale Crescent Play Area

Dale Crescent, Fernwood, NG24 3JT



API Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t- 01202 590675 e- info@playinspections.co.uk

www.playinspections.co.uk

Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

| Inspection recommendations of relevant standards Refer to relevant standards for full text | Annual Main | RPII Annual Outdoor/ Fully enclosed Inspection |
|-----------------------------------------------------------------------------------------------|-------------|---------------------------------------------------|
| 6.1 d) Overall levels of safety of equipment (see note 1) | ✓ | ✓ [1] |
| 6.1 d) Overall levels of safety of foundations (see note 1) | ✓ | ✓ [1] |
| 6.1 d) Overall levels of safety of playing surfaces (see note 2) | ✓ | ✓ [2] |
| 6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3) | ✓ | ✓ [3] |
| 6.1 d) Effects of weather | ✓ | ✓ |
| 6.1 d) Presence of rot, decay or corrosion (see note 1) | ✓ | ✓ [1] |
| 6.1 d) Assessment of repairs made or added or replaced components (see note 4) | ✓ | ✓ [4] |
| 6.1 d) Excavation or dismantling/additional measures | ✓ | ✗ |
| 6.2.1 Assessment of glass reinforced plastics (see note 5) | ✓ | ✓ [5] |
| 6.2.1 Inspection of one post equipment (see note 1) | ✓ | ✓ [1] |
| 6.2.4 Undertaking the Operators inspection protocol | ✓ | ✗ |

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.


[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

| | | | Scores in the report are multiplication factors of Likelihood x Severity | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------|---------|
| | | | Severity>> | | | | | |
| Likelihood | Very High probability, if the situation is not addressed an accident is almost certain. | 5 | Very High | VL (5) | L (10) | M (15) | H (20) | VH (25) |
| | High probability an accident is probable without any added factor. | 4 | High | VL (4) | L (8) | M (12) | H (16) | H (20) |
| | Moderate probability an incident is foreseeable. | 3 | Moderate | VL (3) | L (6) | L (9) | M (12) | M (15) |
| | Some probability, requires a combination of factors to take place. | 2 | Low | VL (2) | VL (4) | L (6) | L (8) | L (10) |
| | No significant probability; lightning strike, freak accident. | 1 | Very Low | VL (1) | VL (2) | VL (3) | VL (4) | VL (5) |
|  | | | Very Low | Low | Moderate | High | Very High | |
| | | | 1 | 2 | 3 | 4 | 5 | |
| | | | No injury likely e.g. damaged or soiled clothing, minor bruising, grazes | Minor injury, laceration or bruising requiring first aid only | Injury requiring medical intervention e.g. cuts requiring stitches | Serious injury including concussions or fracture of long bones | Severe injury involving a potential life changing injury or fatality | |
| | | | Severity>> | | | | | |
| <p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p> | | | | | | | | |

Equipment has been assessed to the following standards where relevant:

- BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
- BS EN 14974 (Facilities for users of roller sports equipment)
- BS EN 15312 (Free access multi-sports equipment)
- BS EN 16899 (Parkour Equipment)
- BS EN 16630 (Outdoor Fitness Equipment).



The Play Inspection Company Ltd
Unit 5 Glenmore Business Park
Blackhill Road
Poole
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01202 590675

Dale Crescent Play Area

Inspection Ref: 1492288

Site Ref: 45907

Inspected: 19-October-2021 - 06:46 by Lyn Williams RPII Annual Inspector

Risk Assessment: 10 Low Risk



Location:

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

RPII Inspection Methodology

This document outlines the RPII position on inspections undertaken by the Inspectors listed on the RPII Register of Inspectors for Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it the date of the standard will be that current at the time of inspection with the exception of where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this would include public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below);

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, including ancillary items).

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance within the inspection will still refer to BS EN 1176.

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 - Free access multi-sports equipment
BS EN 14974 - Skateparks
BS EN 16630 - Permanently installed outdoor fitness equipment
BS EN 16899 - Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

Where planting or trees are mentioned in the report no aboricultural or horticultural assessments of toxicity, suitability or condition are undertaken; the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/ or that of the inspection company. The owner/operator should seek the advice of the manufacturer or a competent person at all times when undertaking repairs and/or modifications to equipment.


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4 - Very Low Risk


| | |
|---------------------------------|----------------|
| Item: | Sign |
| Manufacturer: | Owner/Operator |
| Surface Type: | Grass |
| Item Quantity: | 1 |
| Equipment Compliance: | N/A |
| Surface Area Compliance: | N/A |
| Total Findings: | 1 |



Finding 1
 Signage should be provided for the outdoor fitness equipment in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details - Provide appropriate signage

4 - Very Low Risk

| | |
|---------------------------------|----------------|
| Item: | Litter Bin |
| Manufacturer: | Not Identified |
| Surface Type: | Grass |
| Item Quantity: | 1 |
| Equipment Compliance: | N/A |
| Surface Area Compliance: | N/A |
| Total Findings: | 1 |



Finding 1
 This item is satisfactory - no work required -



i 4 - Very Low Risk

Item: Bench
Manufacturer: Not Applicable
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1
 This item is satisfactory - no work required -

i 10 - Low Risk

Item: Double Air Walker
Manufacturer: Fresh Air Fitness
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A
Life Expectancy: 5 -10 Years
Total Findings: 2



Finding 1
 The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 2
 The fitness equipment installed on this site has been scaled down and is not covered by the scope of BS EN 16630 which specifically relates to equipment for users of 140cm and above. We have however used our knowledge of this standard to form the basis of our assessment as it is the closest applicable standard available - Refer to manufacturer and monitor use



8 - Low Risk

Item: Air Walker
Manufacturer: Fresh Air Fitness
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 3



Finding 1

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 3



There are gaps between 8 and 60mm creating a potential crush/shear point in contravention of the requirements of BS EN 16630 - Monitor - No remedial work recommended

Finding 2

The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630 - Monitor - No remedial work recommended



Findings information

| i 4 - Very Low Risk (Finding 1) | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------|-------------------|
| Item: | Ancillary Items - Sign | Risk Level: | V - Very Low Risk |
| Manufacturer: | Owner/Operator | Surface: | Grass |
|  | |  | |
| <p>Finding: Signage should be provided for the outdoor fitness equipment in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details</p> <p>Action: Provide appropriate signage</p> | | | |



 6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Double Air Walker
Manufacturer: Fresh Air Fitness

Risk Level: L - Low Risk
Surface: Concrete



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint



 10 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Double Air Walker

Risk Level: L - Low Risk

Manufacturer: Fresh Air Fitness

Surface: Concrete



Finding: The fitness equipment installed on this site has been scaled down and is not covered by the scope of BS EN 16630 which specifically relates to equipment for users of 140cm and above. We have however used our knowledge of this standard to form the basis of our assessment as it is the closest applicable standard available

Action: Refer to manufacturer and monitor use



6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Air Walker
Manufacturer: Fresh Air Fitness
Risk Level: L - Low Risk
Surface: Concrete



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting
Action: Treat any rusting components and repaint

8 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Air Walker
Manufacturer: Fresh Air Fitness
Risk Level: L - Low Risk
Surface: Concrete



Finding: The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630
Action: Monitor - No remedial work recommended



| 8 - Low Risk (Finding 3) | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------|--------------|
| Item: | Outdoor Fitness Equipment - Air Walker | Risk Level: | L - Low Risk |
| Manufacturer: | Fresh Air Fitness | Surface: | Concrete |
|  | |  | |
| Finding: There are gaps between 8 and 60mm creating a potential crush/shear point in contravention of the requirements of BS EN 16630 | | Action: Monitor - No remedial work recommended | |

November 2021 Telephone Various Call/Emails: Suthers School

Emergency arrangements have been set up for if there was a critical incident for the children/staff to come to the village hall.

Emergency contact details have been provided.

Item 13b

[SLCC Newsletter](#) on Civility and Respect Project

Item 13c

28 November 2021

Dear Councillors,

Hollowdyke Lane

Like many other residents of Fernwood, I am extremely concerned by the complete closure of Hollowdyke lane. This imposition of concrete blocks surely goes against the long term plan for automated bollards to enable access to buses and potentially emergency vehicles. The effects of the recent minor roadworks to the B6326 demonstrated that the severe delays brought about by these works not only significantly impeded residents but could also have had catastrophic effects by delaying the emergency services access to Fernwood and to the Southbound A1.

In the near future, we are faced with major roadworks to not only the bridge over the A1 but also the remainder of the stretch of road between the Tawny Owl Roundabout and the A1 Northbound Exit roundabout plus the creation of a new junction with the Southern Relief Road plus the entrance and construction of the new Motorway services area. These works could severely restrict access to Fernwood for more than a year. It is therefore imperative that action is taken to re-open Hollowdyke lane to through traffic during these works.

The only argument against the use of Hollowdyke Lane that I have heard is an unsubstantiated claim about the "dangerous junction" between Hollowdyke Lane and Coddington Road. This could easily be remedied by the use of temporary traffic lights at that junction. By restoring access through Hollowdyke lane, it would be easy to monitor its use in order to plan the best long term solution to provide safe access to Fernwood.

I urge the Council to act now to lobby the relevant bodies to re-open Hollowdyke Lane to prevent serious problems before these new works commence.

Yours Faithfully,

From Administrative Services NSDC

Mon 20/12/2021 10:59

Hello all

Next year we are hoping to develop a new **Green Champions** scheme to help support volunteer litter picking across the district. In brief the scheme will encourage volunteers to sign up to help. They will be given a grabber, hoop and high vis and a bunch of coloured bags. The plan is for bags of litter to be left near to council litter bins for collection.

We are hoping to be able to provide a network of collection points for the coloured bags. Please can you let me know if your town or parish is interested in helping with this. It would mean receiving a box of bags from us and dishing them out to local volunteers as and when they run out.

I hope the idea is of interest to you. All I need at this stage is an expression of interest please.

Many thanks Lynn

Environmental Programme Officer

20/12/21 – MFG responded yes on behalf of the Parish Council

Afternoon to whom it may concern,

After speaking shortly with Johnno Lee i have decided to email you my concerns for my street.

I have seen the intention of potentially tarmacking the remaining speedbumps, especially the cobbled speedbump outside my property (xx Goldstraw lane, where it meets Restfil way).

I am writing to make my views clear that i would disagree with the plans to tarmac the speedbumps for the following reasons:

-Cars (and other vehicles including pushbikes) come around the 2 bends (one at each end of the speedbump) far too fast as it is without smoothing it out so they can go faster.

-the crossing on the speedbump is used daily as a school run where children and families have a "safe" place to cross the road, to which vehicles automatically reduce speed for the cobbles as it stands which helps the drivers to spot the children trying to cross, if it were tarmacked then drivers would not need to slow ready for the speedbump causing a health and safety issue.

-about 3 years ago when it was snowing a car came slightly too fast around that said corner coming towards the speedbump and went straight on into a car parked outside my house. If that car hadn't have been there we would have had a car parked into the front out our house!...this just shows that a slight increase in speed from how it is now could be dangerous.

-the entrance to the rear of my property (and other residents property) is opposite Pach way, it is challenging to exit onto Goldstraw lane as it is with cars speeding past so smoothing the speedbumps will only make this worse and a T-bone accident will almost certainly be on the cards!

-appearance, i bought my house on how the surrounding area looked, as most do! The cobbles were one of the selling points as it looks so much better than tarmac, if this was the only reason to not have them smoothed then i would potentially be open to the tarmacking but as the above reasons state, it isn't!

Speaking to a few of my neighbours this is a shared view and maybe if we were asked for our views in some form of questionnaire for example you would see this?

If i can help you by any means to stop the smoothing of the speedbumps please let me know as i am sure its money out of your budget that you don't really want to spend, and also doesn't need spending most importantly!

Yours sincerely,