



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**held on May 20<sup>th</sup> 2025, at 7 pm**  
**at The Hub, Balderton Hall, Fernwood**

Present: Parish Councillors: Neill Mison, Leigh Rixon, David Mack and Oliver Phillips  
Clerk: Darryl Flinders  
Residents/Public 0  
NSDC Councillors 0  
County Councillors' 0

**RECORDING OF COUNCIL MEETINGS**

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting. In the interests of protecting privacy, it is asked that filming of the public seating area is not undertaken. Recording activity should be respectful to the conduct of the meeting, and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

- 436 To elect the Chair of the Council and to receive the Declaration of Acceptance of Office.**  
Cllr Mison was elected, and all councillors were in favour. DAO received.
- 437 To elect the Vice-Chair of the Council**  
Cllr Rixon was elected, and all councillors were in favour.
- 438 Declaration of intent to record, film or photograph the meeting by members, members of the public or the press -** The Clerk/RFO recorded the meeting.
- 439 Apologies for absence –** Cllr K. Shepherd
- 440 Declarations of Interest -** None
- 441 Public Open Forum (15 minute session) -** *Fernwood Parish Council is committed to community engagement and, therefore, warmly invites members of the public to contribute during this part of the meeting. It should be noted that in accordance with the Parish Council's Standing Orders, the maximum time permitted for contributions is 5 minutes per item. Unless permitted to do so by The Chair, only matters on the agenda can be discussed during this forum.*
- 442 Appointment of councillors**
- Personnel Committee – Cllr Rixon, Cllr Phillips & Cllr Mison
  - Appeals Panel (in case of grievance) – Cllr Shepherd & Cllr Mack
  - Village Hall Management Group – Cllr Shepherd & Cllr Rixon
  - Current working groups have been re-established.

- 443 Review and adopt the updated (2025) Model Standing Orders**  
Resolved
- 444 Review and adopt the Financial Regulations**  
Resolved
- 445 Review the Civility & Respect Pledge**  
Resolved
- 446 Review the existing bank arrangements and agree to changes as required.**  
Resolved
- 447 Review and adopt the Policy Review Schedule**  
Resolved
- 448 Review the Asset Register**  
Resolved
- 449 Review the Parish Council's Insurance Policies**  
Resolved - Renewed June 2025
- 450 Review the council's subscriptions to other bodies**  
Resolved
- 451 Confirm the time and place of ordinary meetings of the council up to and including the next annual meeting of the council**  
Resolved to defer
- 452 Review of the council's expenditure under s.137 of the Local Government act 1972**  
None
- 453 Review of the council's Bank standing orders and direct debits**  
Resolved
- 454 Finance**  
a. Bank reconciliations up to 30<sup>th</sup> April 2025 - Noted  
b. Items of income to be noted – Noted  
c. Annual insurance renewal due 01/06/2025 (LTA with Zurich) £893.05  
d. Expenditure since the last meeting under delegated powers/previously agreed expenditure to be noted - Noted  
e Approval of invoices due for payment - Approved  
f. Approval of expenses - Approved
- 455** Cllr Shepherd is requesting that the council note the minutes from the Woodland Management Group and agree on the proposed costs outlined in the report for initial supplier consultation. NB: The Woodland Management Group has recently conducted a site visit to Costall Woods. The visit aimed to assess the condition of the woodland, review proposals for future development And establish a plan that prioritises wildlife, biodiversity and community engagement. **NOTED**

- 456** Cllr Shepherd is requesting that the council approve the costs outlined by the architect for the work required to complete drawings and visuals for converting the changing rooms into a breakout area, providing additional storage, and installing a kitchen.  
Resolved