



**Minutes of the Parish Council meeting held on 15<sup>th</sup> September 2025 held at The Village Hall, Rubys Avenue, Fernwood.**

**Present:** Parish Councillors: Cllr Shepherd, Cllr Mack, Cllr Mison, Cllr Rixon and Cllr Phillips  
District: 2  
County: 0  
Public: 9

**MINUTES**

- 494. Declaration of any intentions to record the meeting** – The Clerk recorded the meeting for notetaking and minute production accuracy.
- 495.** Apologies for absence. - None
- 496.** Declarations of interest. - None
- 497. 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.*
- 498. Approval of the minutes** of the Parish Council meetings held on July 21<sup>st</sup> 2025 – The minutes were accepted by all councillors as presented.
- 499. Councillors' & Clerk's reports**  
Councillors provided updates on their activities.  
**The Clerk** provided an update on the joint Caretaker roles, interview dates, and commencement date.
- 500. County & District Councillors' reports** – County Cllr sent apologies. District Councillors provided their reports.
- 501. Finance**
- a. Bank reconciliations up to August 31st 2025. **Noted**
  - b. Items of income to be noted - **Noted**
  - c. Expenditure since last meeting under delegated powers/previously agreed expenditure to be noted - **Noted**
  - d. Approval of invoices due for payment - **Approved**
  - e. Approval of expenses - **None**
  - f. Items of expenditure for consideration – Playpark/Kompan - Noted
  - g. Note NJC pay award (back pay) for all staff - Noted

**502. Planning**

To consider the following applications: None, but please note the public consultation for a Tesco store, a drive-through Costa and a fast-food restaurant. - **Noted**

- 503.** Cllr Shepherd is asking the council to consider both quotes received for CCTV contractors to monitor the MUGA and playpark. Select the supplier and agree to order everything required for installation as soon as possible. It was **resolved** that new cameras and recording equipment would be installed to ensure compliance with the council's CCTV policy and in accordance with all necessary regulations.
- 504.** Cllr Shepherd is asking the council to agree to quotes for new community planters to be added to the village hall, along with approval for expenditure up to £5000 to also allow for new gardening equipment. It was **resolved** that a maximum budget of £5000 would be allocated in support of the request.
- 505. CO-OPTION**  
Cllr Shepherd is asking the council to consider the councillor co-option applications received from interested parties to fill the two open councillor vacancies during the September meeting and vote accordingly.  
Four applications were received ahead of the meeting. One was then withdrawn by the applicant, leaving three applicants for two vacancies. The council voted for each applicant, in accordance with the council's Standing Orders, and it was **resolved** that the two councillors receiving the highest number of votes were appointed. Jules Wood and Andrew Armstrong
- 506.** Cllr Shepherd is asking the council to agree to fund new rubbish bins near the Central Fernwood playpark and the wider village green using CIL funds. It was **resolved** that a maximum budget of £5000 will be allocated to allow the purchase of bins as requested.
- 507.** Cllr Mison is asking the council to consider options for reviewing the current Fernwood parish boundaries and agree to request NSDC to have a boundary review of the current boundaries of the Parish of Fernwood, with any proposals agreed. The council discussed the proposal and agreed that a boundary review would be required at a future date but no date for this was agreed.
- 508.** Cllr Mack is asking the council to discuss further information from Suthers School, following a recent meeting regarding their 3G application. The item was discussed, and it was agreed that more information is required before this item can be discussed further.
- 509.** Cllr Rixon is asking the council to discuss and agree on the redevelopment of the existing football pitch within Fernwood Central. The item was discussed, and it was decided that a working group may be necessary to explore this further. It was suggested that this may be worth adding as an agenda item for consideration at the October meeting.
- 510. Correspondence** – Letter received from FCRA requesting an update on their FOI request. The Clerk has advised FCRA that the information would be made available, as previously advised.
- 511. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To consider if any of the following items should be considered in a confidential session and, if required, to pass a resolution stating the reasons for exclusion in the following terms:

It is recommended that the council consider to **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast

media be excluded from the meeting during the consideration of specified item(s) **ITEM 512 and 513** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. **Resolved**

**512. Staffing Matter**

To appoint an Assistant Clerk and agree on the pay scale. It was **resolved** that Claire Blackman would be appointed, subject to pay scale (spinal point) acceptance. The new post will commence on 1<sup>st</sup> October 2025.

**513.** Clerk to update the council on contractual matters relating to the Play Park progress. The Clerk provided an update for the council to note.

**The meeting closed at 8:55PM**

**Approved at the meeting dated: 20/10/2025**

**Approved by:**

**Cllr N. Mison (Chair)**