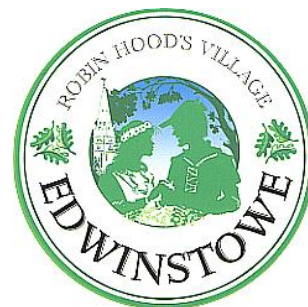


Edwinstowe Parish Council

Working to make a difference

Parish Clerk - Alice Dunn



Minutes of the **Annual General Meeting of the Parish Council** held on **Wednesday 14th May 2025** proceeded by the **Annual Meeting of the Parish Council** and followed immediately by the **Ordinary Meeting of the Council**, in the Council Chambers, Village Hall, Edwinstowe.

MINUTES

Present: Cllrs Parkin, J Peck, Brooks, Callieu, Freeman, K Peck, Steele, Troop, Watkinson
Two members of the public.

Meeting opened by the Chairman.

- 25/001** To elect a Chairman for the ensuing year
Cllr J Peck proposed Cllr Parkin, Cllr Watkinson seconded. Approved unanimously
- 25/002** To receive the Chairman's Declaration of Acceptance of Office
Cllr Parkin signed the Declaration of Acceptance of Office
- 25/003** To elect a Vice Chairman for the ensuing year
Cllr K Peck proposed Cllr J Peck, Cllr Brooks seconded. Approved unanimously
- 25/004** To receive the Vice Chairman's Declaration of Acceptance of Office
Cllr J Peck signed the Declaration of Acceptance of Office
- 25/005** Councillors Register of Members Interest Form
There have been no changes since the forms were completed.
- 25/006** To appoint Chairs / representatives onto Sub Committees, Committees and Organisations

N.B. Working Groups & Sub Committees are closed meetings with no decision-making powers; Committees are public meetings with the ability to make decisions. (Working Groups & Sub Committees can include non-council members.

- i. Finance & Governance Committee
- ii. Human Resources Committee
- iii. Events Committee

- iv. Cemetery Working Group
- v. Allotment Working Group
- vi. Parks & Open Spaces Working Group
- vii. S106 Working Group
- viii. Village Hall Committee
- ix. Sherwood Forest Trust
- x. Sherwood Education Partnership
- xi. H & S Representatives

It was agreed to keep the membership the same as last year. **Clerk to reprint the list, with photos for the noticeboards.**

25/007

To formally approve the following policies and procedures
No changes have been made since approval at either last year's Annual Meeting or Full Council Meetings throughout the year.

- Business Continuity Plan
- Cemetery Regulations
- Complaints Procedure
- Councillor Code of Conduct
- Document Retention
- Financial Regulations
- GDPR
- Health & Safety Policy
- Model Publication Scheme
- Play Area Inspections
- Press & Media Policy
- Procurement Policy
- Reserves Policy
- Risk Assessment Policy
- Risk Management Policy
- Scheme of Delegation
- Standing Orders

- HR Policies (as approved by HR Committee)
 - Absence Policy
 - Annual Leave Policy
 - Bullying & Harassment Policy
 - Disciplinary Procedure
 - Employee Appraisal & Review Policy & Record
 - Employee Conduct
 - Equal Opportunities
 - Equality & Diversity
 - Flexible Working Policy

- Gifts & Hospitality
- Grievance Procedure
- Lone Working Policy
- Parental Leave Policy
- Public Complaints Procedure
- Recruitment & Selection Policy
- Sickness Absence Policy
- Training & Development Policy

Policies/procedures have been reviewed and there is nothing outstanding. All approved unanimously.

Meeting closed at 1935hrs

Minutes of the Ordinary Meeting of the Full Council held on Wednesday 14th May 2025, immediately following the Annual Parish Meeting. The meeting will be held at the Council Chambers, Village Hall, Mansfield Road, Edwinstowe. Public and Press welcome to attend.

MINUTES

- 25/008 Welcome by the Chair**
The Chair opened the meeting and welcomed all present.
- 25/009 Receive Apologies and Reasons for Absence**
Reasons were approved unanimously
- 25/010 Disclosures of Interests by Members**
NONE
- 25/011 Approve Minutes of the Full Council Meeting held on Wednesday 9th April 2025** – previously circulated
Minutes were approved and signed by the Chair.
- 25/012 Matters Arising** – not on the agenda
NONE
- 25/013 Report from County Councillor**
Not in attendance
- 25/014 Report from District Councillors**
There can be conflicting meetings between District/Parish Council which may result in some District Councillors being unavoidably absent from EPC meetings on occasions.
- D/Cllr Brooks has been working with the Policy and Performance Improvement Committee to investigate life chances for girls across the district.
- D/Cllr Freeman, Chair of the Planning Committee at NSDC to write an article for the Village Magazine about Conservation Area restrictions and the rules concerning cutting trees/hedges during bird nesting season.

D/Cllr Freeman has received complaints from residents concerning the adverse camber under the railway bridge on Rufford Road (Henton Road side). **Clerk to inform County Councillor**

The uneven pavements outside the library and Co-Op were also reported. **Clerk to inform the County Councillor.**

25/015 Public Participation. Standing Orders will be suspended for the duration of this agenda item.

A resident has previously requested the sequence of the traffic lights at the Robin Hood pub crossroads is changed. The previous County Councillor was looking into the request. **Clerk to inform the County Councillor.**

A resident reported the overgrown verges/hedges along Clipstone Road. **Clerk to inform the County Councillor.**

A resident has been trying to arrange a meeting with RSPB but to date, has had no response. There are concerns over the lack of information being shared by RSPB. **The Parish Council has also been trying to arrange a meeting with RSPB and has also had no response. The MP has written to RSPB about this matter.**

25/016 To receive questions from councillors.

Cllr Troop requested a letter be sent to Network Rail concerning the pigeon droppings under the bridge on Rufford Road.

25/017 To receive draft minutes and reports from committees, sub-committees and working groups.

None.

Clerk to arrange the following meetings

- Finance & Governance
- Human Resources
- Cemetery Working Group

25/018 Parks & Open Spaces

- i. Fourth Avenue Play Area – Bowling Green
CISWO and the Parish Council are in discussion about the partial surrender of the lease on Fourth Avenue disused bowling green.
- ii. Jubilee Park – Multi Use Games Area
The contractors will be working through the snag list for the MUGA w/c 19.05.25.
- iii. Robin Hood Colts – John Benson Pavillion
A meeting between Robin Hood Colts and the Parish Council took place (13.05.25) to discuss the lease, building compliance, building management and the recent insurance claim.
- iv. Allotment
 - Vacant Plots & Waiting List
There is one vacant plot and approx. 7 people on the waiting list.
 - Date for Annual Meeting
Cllr Brooks to provide dates for the meeting.

25/019

Buildings & Facilities

- i. Village Hall
The works have now started. Paid for by Section 106 monies from the Thoresby Vale development.
- ii. Mansfield Road Toilets
No decision has been made yet. The Parish Council are looking at various ideas and will consult through the Village Magazine once options have been costed up.

It was agreed to set up a working group to consider options. **Clerk to email councillors.**

25/020

Finance & Governance Matters

- i. Approval of April Income and Expenditure and Reserve Accounts
Approved unanimously
- ii. Approval of Internal Audit for 2024.25 – previously circulated with agenda for consideration and review
There is a delay in the return of the internal audit.
- iii. Approval of Annual Governance Statement 2024.25 – previously circulated with agenda for consideration and review
Approved unanimously and signed by the Chair and Responsible Finance Officer. **Clerk to post on website and in village noticeboards**
- iv. Approval of Accounting Statements 2024.25 – previously circulated with agenda for consideration and review
Approved unanimously and signed by the Chair and Responsible Finance Officer. **Clerk to post on website and in village noticeboards**
- v. Notice of Formal Inspection of End of Year Accounts 2024.25 – Monday 3rd June to Friday 14th July 2025
Noted. **Clerk to advertise on website and in village noticeboards**
- vi. Bills for Payment
Approved unanimously
- vii. Late Bills for Payment
Approved unanimously
- viii. Emergency Plan Update
Need to change County Councillor details and confirm Dukeries Academy are still happy to be included.
- ix. Meeting with RSPB
Clerk to obtain a copy of the Service Level Agreement and to continue to try and arrange meeting.
- x. Update on infrastructure – Cllr Troop
Due to the additional housing, Cllr Troop felt it was important the Parish Council received regular updates on various matters including the primary school, Ollerton roundabout and GP hours etc.
D/Cllr Freeman to speak to the Case Officer for Thoresby Vale to get a timeline of when things should be happening.
It was agreed to create a Village Expansion Impact Monitoring Group – Cllrs Steele and Troop to lead on this.

25/021	Correspondence NONE	
25/022	Planning Matters Applications	
	25/00213/FUL	Installation of fixed net practice facility Edwinstowe Cricket Club Pavillion No objection
	25/00668/DISCON	Request for discharge of conditions Former Thoresby Colliery No objection
	25/00709/DISCON	Request for confirmation of discharge of conditions Former Thoresby Colliery No objection
	25/00681/DISCON	Request for confirmation of discharge of conditions Former Thoresby Colliery No objection
	Decisions	
	25/00565/CMA	Installation of 1 new kiosk to house motor control centre equipment Sewage Treatment Works, Ollerton Road No objection
	25/00440/NMA	Non material amendment to support replacement house types Former Thoresby Colliery Application Permitted
	25/00267/HOUSE	Single storey rear extension, garage roof replacement 14 Greendale Avenue Application Permitted
	25/00244/HOUSE	Single storey rear extension 70 Mansfield Road Application Permitted
	22/01922/RMAM	Application for the approval of reserved matters Former Thoresby Colliery Application Permitted
25/023	Confidential matters are minuted separately -- Confidential Matters	
	i. Staffing	
25/024	Date of Next Meetings –	
	Full Council – Wednesday 11th June 2025	
	Events Committee – Wednesday 4th June 2025	