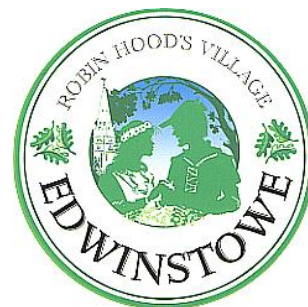


Edwinstowe Parish Council

Working to make a difference

Parish Clerk - Alice Dunn



Minutes of the **Annual General Meeting of the Parish Council** held on **Wednesday 13th May 2026** proceeded by the **Annual Meeting of the Parish Council** and followed immediately by the **Full Council Meeting**, in the Council Chambers, Village Hall, Edwinstowe.

Present: - Cllrs Parkin (Chair), J Peck, Brooks, Callieu, Carlton, K Peck, Troop and Watkinson

7 Members of the Public

Cllr K Peck was recording the meeting

MINUTES

- 26/001** To elect a Chairman for the ensuing year
Cllr K Peck nominated Cllr Parkin, seconded by Cllr Watkinson
There being no other nominations, Cllr Parkin was duly elected Chair
- 26/002** To receive the Chairman's Declaration of Acceptance of Office
Cllr Parkin signed the Declaration of Acceptance of Office, witnessed by the Clerk.
- 26/003** To elect a Vice Chairman for the ensuing year
Cllr Troop nominated Cllr J Peck, seconded by Cllr Brooks
There being no other nominations, Cllr J Peck was duly elected Vice Chair
- 26/004** To receive the Vice Chairman's Declaration of Acceptance of Office
Cllr J Peck signed the Declaration of Acceptance of Office, witnessed by the Clerk.
- 26/005** Councillors Register of Members Interest Form – if required
Councillors were reminded to update their Register of Interest Forms, as necessary.
- 26/006** To appoint 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.)

COMMITTEE	COUNCILLOR
Finance & Governance Committee	Cllr J Peck (Chair) Cllr Ayre Cllr Brooks Cllr Callieu Cllr Carlton Cllr Freeman Cllr Peacock
COMMITTEE	COUNCILLOR
Human Resources Committee	Cllr K Peck (Chair) Cllr Ayre Cllr Carlton Cllr Parkin Cllr Watkinson
Events Committee	Cllr K Peck (Chair) Cllr J Peck Cllr Troop Cllr Watkinson
Village Hall Committee	Cllr K Peck
Sherwood Forest Trust	Cllr J Peck (not as a representative of the Parish Council)
Edwinstowe in Bloom	Cllr J Peck
Sherwood Education Partnership	Cllr Freeman
H&S Representatives	Cllr Freeman Cllr Callieu
Cemetery Working Group	Cllr Ayre Cllr Callieu Cllr K Peck Cllr Troop Lee Phillpotts/Duncan Hancock
Allotment Working Group	Cllr Brooks Cllr Troop Cllr Watkinson John Barlow Andrew Jackson Melvyn Perrin Andy Scott Roxy Whiting

Clerk to check how many Councillor representatives are required on the Village Hall Management Committee

Clerk to update Committee List for Noticeboards and website.

Committee members agreed unanimously.

26/007

To formally approve the following policies and procedures

Any legislative or procedural changes to any policies have been approved throughout the year, as necessary

- Assertion 10 Policy
- Business Continuity Plan
- Cemetery Regulations
- Complaints Procedure
- Councillor Code of Conduct
- Document Retention Policy
- Financial Regulations
- GDPR Policy
- Health & Safety Policy
- IT Policy
- Model Publication Scheme
- Play Area Inspections Policy
- 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 Policy
 - Equal Opportunities Policy
 - Equality & Diversity Policy
 - Flexible Working Policy
 - Gifts & Hospitality Policy
 - Grievance Procedure
 - Lone Working Policy
 - Parental Leave Policy
 - Public Complaints Procedure
 - Recruitment & Selection Policy
 - Sickness Absence Policy
 - Training & Development Policy

All policies and procedures were approved unanimously.

Clerk to update and publish on website.

Minutes of the Ordinary Meeting of the Full Council held on Wednesday 13th May 2026, 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

- 26/008** **Receive Apologies and Reasons for Absence**
Reasons were approved unanimously
- 26/009** **Approve Minutes of the Full Council Meeting held on Wednesday 15th April 2026** – previously circulated
Minutes were approved and signed by the Chair
- 26/010** **Matters Arising** – not on the agenda
None
- 26/011** **Report from County Councillor on matters relating to Edwinstowe (5 mins)**
i. Update on pension deficit payment increase
C/Cllr Gamble not in attendance, no report had been received.
- 26/012** **Report from District Councillors on matters relating to Edwinstowe (10 mins)**
D/Cllr Brooks reported on planning matters and reminded the meeting to report any planning concerns to the District Councillors.
- Cllr Troop asked whether NSDC could provide the Landlords of the High Street businesses with an information/advisory booklet explaining the conservation area rules. **D/Cllr Brooks to investigate.** (Cllr Carlton declared an interest)
- 26/013** **Public Participation. Standing Orders will be suspended for the duration of this agenda item (15 mins)**
Resident reported that when the Britain in Bloom judges visit Edwinstowe, one area the village loses points is weeds. The resident has spent time weeding areas including Church Street. June 13th is National Weeding Day and the resident asked whether the Parish Council could help publicise the initiative to encourage residents to weed in front of their properties. **Resident to email Chair directly.**
- Resident requested the Village Trail boards and other signs are cleaned ahead of the Britain in Bloom judging.
- Resident noted the ivy growing where the Mansfield information board was removed and offered to clear the area.
- Resident asked who owned Mansfield Road Car Park and who had responsibility for issuing parking tickets. **All Village car parks are leased to the Parish Council by NSDC. Parking is only allowed in marked parking bays.**

- 26/014 To receive questions from councillors (10 mins)**
 Cllr Troop raised concerns about electric scooters on pavements posing a hazard to pedestrians and travelling the wrong way along High Street. **Clerk to raise with PCSO.**
- 26/015 To receive draft minutes and reports from committees, sub-committees and working groups.**
- i. Finance & Governance Committee
 - ii. Allotment Working Group
 Very positive and productive group.
 Meeting notes accepted.
- 26/016 Parks & Open Spaces**
- i. Jubilee Park Play Area Upgrade
 Quotes have been received but will need updating.
 Funding application in progress for matched funding.
 - ii. Memorial Wood – Public Consultation Date – 16th May 2026
 Consultation at Forest Cemetery between 11.00am and 2.00pm
Clerk to put reminder on FaceBook
 - iii. Car Park Relining and Electrical Works – 17th May 2026
Clerk to put reminder on FaceBook
- 26/017 Buildings & Facilities**
- i. Fourth Avenue Pavillion and Disused Bowling Green
 The Parish Council is committed to return this to CISWO. The approximate cost of demolition of the pavillion and legal fees is £10k
 - ii. Amenity Site Office and Compound
 Works nearly completed
 - iii. Mansfield Road Toilets
 Edwinstowe is a destination village. The Parish Council is not obligated to provide toilets for visitors and residents however, we have an opportunity to renovate our current facility using s106 monies. Various options have been discussed previously but until the Parish Council receives a definitive response from the funders, no final decision can be made.
Clerk and Chair to speak to local architects re: design and costs.
- 26/018 Finance & Governance Matters**
- i. Approval of April Income and Expenditure, Reserve Accounts and Bank Reconciliation – previously circulated with agenda for consideration and review
 Approved unanimously
 - ii. Approval of Internal Audit for 2025.26 – previously circulated with agenda for consideration and review
 One matter had been raised – the approval of the monthly bank reconciliation – now implemented
 The Clerk is also updating the Asset Register
 Internal Audit reviewed and approved unanimously
 - iii. Approval of Annual Governance Statement 2025.26 – previously circulated with agenda for consideration and review

- Councillors unanimously resolved to accept the Annual Governance Statement for 2025.26. The Chair signed the Governance Statement
- iv. Approval of Accounting Statements 2025.26 – previously circulated with agenda for consideration and review
 - v. Councillors unanimously resolved to accept the Accounting Statements for 2025.26. The Chair signed the Accounting Statements
 - vi. Notice of Formal Inspection of End of Year Accounts 2025.26 – Wednesday 3rd June to Tuesday 14th July 2026 – noted
Clerk to submit AGAR to the external auditors and publicise on the website and in noticeboards.
 - vii. Bills for Payment
 Approved Unanimously
 - viii. Late Bills for Payment
 Approved unanimously

26/019 **Correspondence**
 None

26/020 **Planning Matters**
Applications
26/00574/TWCA

Fell Goat Willow to ground level
 23 West Lane, Edwinstowe
No objection

Decisions
26/00480/NMA

Non-material amendment to planning permission
 23/02156/RMAM
 Former Thoresby Colliery. Ollerton Road
Application Permitted

26/00341/HOUSE

Proposed render and timber cladding
 2 Birkland Drive
Application Permitted

26/00295/HOUSE

Single storey rear and side extension
 16 Cavendish Avenue
Application Permitted

25/00933/HOUSE

Erection of double garage and workshop
 2 Villa Real Cottages
Application Refused

26/00353/HOUSE

Proposed Detached Single Garage
 2 Old House Gardens
Application Permitted

25/02001/HOUSE

Removal of Existing Conservatory and Replacement with
 new Sun Room
 Edwinstowe Hall, Church Street
Application Permitted

25/02002/LBC

Removal of Existing Conservatory and Replacement with
new Sun Room
Edwinstowe Hall, Church Street
Application Permitted

26/021

Confidential matters are minuted separately --

Confidential Matters

i. Staffing

26/022 Date of Next Meetings –

Events Committee – 3rd June 2026

Full Council – 10th June 2026

HR Committee – 17th June 2026

Cemetery Working Group – 24th June 2026

Meeting closed at 2015hrs