

Dear Councillors Bracegirdle, Buxton, Callingham, Elson, Fairbairn, Forde, Hall, Mallard, Marshall, Moore, Sellars and White,

You are summoned to attend the next meeting of the **Full Council** to be held on **Wednesday 8th November 2023, commencing at 7pm**. This meeting will be held in the large hall of Balderton Village Centre.

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 (public open forum). As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.

Marion Fox Goddard, Balderton Parish Clerk, Thursday 2nd November 2023

AGENDA

1. Declarations of any intentions to record the meeting.
2. To receive apologies for absence.
3. Declarations of interest
4. Public Open Forum (20 minutes) - **Balderton Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting.**
5. To approve the minutes of the Full Council meeting held on October 4th 2023
6. To note/receive reports from County and District Councillors
7. To discuss the co-option of 2 new councillors
8. To note the resignation of Cllr Desborough and that the casual vacancy process will be followed for this position.
9. General Power of Competence: To confirm that the Council meets the eligibility criteria to exercise the General Power of Competence and resolve to adopt the power.
10. To consider the proposed approach for committees, subcommittees and working groups of Balderton Parish Council and adopt revised terms of references, if agreed.
11. To pass a resolution to sign up to the civility and respect pledge including adopting the following policies:
 - a. Dignity at work policy
 - b. Equality and diversity policyand consideration of
 - c. Training - Which training would the council like to sign up to.

12. To consider whether to move the website to an alternative provider and whether to have a Facebook page for Balderton Parish Council
13. To consider adopting the following policies:
 - a. Communications and Engagement Policy
 - b. Complaints Procedure
 - c. Vexatious communications and complaints policy
14. Representation on external bodies
 - a. Newark Health Consultative Group
 - b. Town board
15. Flood officers review and sandbag provision update
16. Finance
 - a. To approve
 - i. Reports detailing income and expenditure for September and bank account balances
 - ii. Expenditure transactions for September 2023
 - b. To consider adding the clerk to the online management for the bank account and ordering a debit card for the clerk
 - c. To consider the following expenditure
 - i. Desks for office
 - ii. Noticeboard for foyer
 - iii. Mobile noticeboard for porch (for agendas/minutes)
 - iv. Dog bins
 - v. Network-attached storage device
 - vi. Laptop
 - vii. Upgrade to office 365
 - viii. Bulbs to be planted to mark the 100 year anniversary of Coronation Street Park/130 year anniversary of Balderton Parish Council
 - ix. Keys and fobs (regular users – Balderton Village Centre)
 - x. Planter for local school
 - d. To consider the disposal of old tables and chairs
17. Grant Application – John Hunt School
18. Minutes from committees/sub committees
 - a. To note the following minutes/notes:
 - i. Allotment Sub Committee held on October 4th 2023
 - ii. Amenities Committee held on October 18th 2023
 - iii. Planning Committee held on October 26th 2023
 - b. To consider whether to accept the recommendations of the Amenities Committee.
19. Decision on whether to hold a fete in 2024 and agree budget provision, if agreed.
20. Office Closure over Christmas period – suggested dates December 22nd 2023 to January 1st 2024 inclusive.
21. Items of correspondence and information
 - a. Email from County Councillor Smith regarding the suggestion of a blue plaque on Old Hall, Main Street.
 - b. Email regarding £1 million defibrillator fund is now open for applications
 - c. Email regarding D-day 2024
 - d. Thank you letter has been received from 1st Balderton Boys Brigade Company and Girls' Association
22. Items for consideration on future agendas.

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

23. Brief councillors regarding a complaint that has been received.
24. Update on personnel.
25. Brief for councillors on potential offer of hand over of common land and decide on how to proceed.



Balderton Parish Council Full Council Meeting

Minutes of the meeting held on Wednesday October 4th 2023 at 7pm

Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Jane Buxton (Chairman), Karen Callingham, Kath Desborough, Mandie Elson, Roy Fairbairn, Simon Forde, Mac Mallard, Leigh Marshall, Debbie Moore, Joy Sellars (Allotment sub-committee members and Cllr Moore joined the meeting late due to prior commitments)

County/District Councillors: Keith Girling (County), John Lee (County/District), Emma Oldham (District) (KG left after item 7).

Staff: Marion Fox Goddard (Parish Clerk), Sue Lalyk (Deputy Clerk/Responsible Financial Officer)

Public: 1 resident joined the meeting

1. Declarations to record the meeting

The Clerk recorded the meeting.

2. Apologies for absence

Jean Hall (Parish/District), Ronnie White (Parish)

3. Declarations of interest

Simon Forde – District Councillor
E. Oldham, J. Lee – Planning Committee, N&SDC

4. Declaration of two parish council vacancies

Following the resignations of Gill Lee and Robert Green, it was confirmed Balderton Parish Council has 2 vacancies and that the clerk would follow the casual vacancy process as advised by N&SDC's elections team.

5. Nominations for Vice Chairman of Balderton Parish Council

The clerk read out an email from Jean Hall detailing her wish to stand for the role and her reasoning for this. Members of Balderton Parish Council unanimously agreed to elect Jean Hall as Vice Chairman.

6. Public comments

A question was asked about the vacancies (see point 5). There was some discussion about the process. The clerk assured the attendees of the meeting that on behalf of Balderton Parish Council she would follow the process which has been confirmed by N&SDC.

7. To received reports from County and District councillors

The chair clarified the reasoning for the preference for written reports prior to the meeting and why she had asked for reports to be kept to 3 minutes. If provided, written reports are required by the

clerk 1 week prior to the meeting to ensure they can be included in the agenda pack. It was acknowledged some councillors may not send a written report and bring a verbal report to the meeting. A pragmatic approach will be taken going forward.

County Councillor Girling – reported that the YMCA cycle track had opened and that the first Boots and Berets Awards had been a great success. Regarding NCC land behind Highfields:

- NCC owns 2.4 hectares of the land and recently gained the authority to take back this land which had been allocated for development. NCC has taken back the land, is now in a position to decide how to use it (as indicated may be possible December 2022). The county councillors will consult on this.
- Cllr Girling will look at options for the land but is happy to have a discussion with Balderton Parish Council should the council wish to consider purchasing for community use.

District Councillor Oldham – Grove Street playpark has not been opened due to concerns with youths climbing into the park. There is some new play equipment. New fencing is on order with the hope that antisocial behaviour (ASB) can be designed out. A reminder to Report It was given regarding ASB. A Safer Streets application was sent to the Home Office at the end of August (awaiting a decision). An anti-idling (cars) is being worked on to give proactive messaging for hotspots such as near schools. A petition for 24/7 Urgent Care has been started.

District/County Councillor Lee – Full resurfacing of Lansbury Avenue scheduled for 2024/25 (NCC/Via). NCC has been in touch with N&SDC regarding Lowfield Lane application. There will be a speed reduction on Hawton Lane (just past the hill); this is a condition of the housing development so the timing/delivery of this will be dependent when the developer hits the trigger point in the planning agreement. Has expressed concerns to crime commissioner regarding the Safer Streets application (N&SDC). Residents/Councillors encouraged to use MyNotts App or email/call NCC customer services. ASB – call 101 (police) or email N&SDC. Explained Staple Lane has been closed to ensure safety as large amount of soil is being moved across it for the Southern Relief Road work and also confirmed Staple Lane will not reopen (as the SLR will be opened). Three playparks in Balderton will be getting new equipment (N&SDC project renewing 10 parks across the district).

8. Approval of the minutes of the Full Parish Council meeting on July 26th 2023

The minutes were unanimously approved as an accurate record and Councillor Buxton duly signed them.

9. Approval of the minutes of the following committees:

- a. Extraordinary Full Council meeting - September 27th 2023
- b. Amenities Committee - September 20th 2023
- c. Planning Committee - August 17th 2023
- d. Extraordinary Full Council meeting - August 7th 2023
- e. Planning Committee - July 20th 2023

All of the minutes were unanimously approved as an accurate record (by the councillors who had attended each meeting) and Councillor Buxton duly signed them.

10. Clerk's/Chairman's update

The council noted the report. The chair reported that she was elected on to the Executive Committee for Nottinghamshire Association of Local Councils when she attended the recent Annual General Meeting there. She recommended to the council to sign up to the Civility and Respect Pledge (this will be brought to a future meeting for the council to consider).

11. Amendment to section 1 of the Annual Governance Statement 2022/23

The Council noted the explanation for the amended AGAR 2022/23.

12. Application for financial support from 1st Balderton Boys' Brigade and Girls' Association

The council unanimously agreed to award the full £428 which was applied for.

13. Discussion on whether to change all working parties to sub committees

It was agreed to defer the decision so the new clerk can make a recommendation to the council for what committees, subcommittees and working groups she would advise. (November meeting).

14. Suggested street name for the land to the rear of 70 Grove Street

The council unanimously agreed to support the name Booth Gardens.

15. Consideration of the planning application 23/00621/RMA Amended Spine Road/works at Flowserve, Hawton Lane

The council agreed that the clerk should send a response to the planning authority (N&SDC) raising the following concerns:

- a. Protected Trees (Cllr Mallard will send specific details for the clerk to include)
- b. Concerns regarding traffic
- c. Loss of playing fields (ask to ensure playing fields are not lost)

16. Financial statements approval

The council unanimously accepted the statements. Thanks were given to Sue Lalyk (Deputy Clerk) who has covered the clerk role for September.

17. Additional information for note

- a. N&SDC Warms Homes on Prescription information letter.
- b. Leaflet regarding N&SDC's Community Chest Fund.
- c. An email regarding speeding on Hawton Lane which had been forwarded to the county councillor (NCC business).
- d. Email from N&SDC regarding the Coronation Living Heritage fund.
- e. Via East Midlands request for a snow warden – *Councillor Mallard volunteered.*
- f. Letter from N&SDC regarding their CCTV review.

18. Items for inclusion on a future agenda

- a. Discussion regarding possible compulsory purchase orders (Planning Committee)
- b. Signage for car park near the lake (Amenities Committee)

Meeting closed at 8.50pm

Future parish council meetings – open to the public

- Amenities Committee Meeting: Wednesday 18th October, 7pm
- Full Council Meeting: Wednesday 8th November, 7pm

Report from Cllr Lee (District and County Councillor)

Title: Progress Report for Balderton Parish Council Full Council Meeting (Sent: 01 November 2023 17:04)

Dear Councillors, (any questions from the parish Council should be sent to me prior to the meeting in email form so I can make sure I have responses for you. I will not be taking questions at the meeting)

I am pleased to present this comprehensive progress report, detailing the various initiatives and developments that have taken place in our parish since our last full council meeting.

1. Play Park Rollout:

We have successfully completed the rollout of the play parks, a project initiated by the previous administration, enhancing recreational spaces for our community.

2. Infrastructure and Development:

- **Newark Hospital Car Park**: the works that were initially agreed by the old administration district Council have been started for a new car park at Newark Hospital
- **Glass Collection Rollout**: The rollout of the glass collection has been rescheduled for next year, but we remain committed to its implementation.

3. Highways and Transportation:

- **Grove Street Sinkhole**: A potential sinkhole on Grove Street was swiftly addressed with emergency repairs, and further discussions will be held to potentially expedite a full resurfacing. I'm very pleased from my original report to officers. It took four hours to resolve this issue on a Saturday that I'm sure you would agree was very quick.
- **Road Prioritization**: Following site meetings on Lansbury Road and Wilford Avenue, and discussions with the council leader, there is a positive outlook for bringing forward the resurfacing of these roads.(however, things can change.)
- **Parking on Lowfield Lane**: Concerns regarding parking have been addressed in a site meeting, and solutions are being explored

4. Community Collaboration and Safety:

- **Fernwood Parish Council**: Collaborative efforts are being made to explore increased bus services, with a meeting planned to discuss potential options .
- **Community Safety**: Discussions have been held with the district council's portfolio holder for safer communities, exploring potential collaborative works for Balderton.
- **Funding for Parks**: Additional funding opportunities are being explored by the district for parks in Balderton not included in the 10-park scheme I spoke to officers on Wednesday to find out what was happening. I will update as I get more information.

5. Youth Club Initiative:

I have reached out to balderton Parish Council to initiate discussions on establishing a youth club, a priority highlighted in soke of your manifesto. However, I am still awaiting your response to move forward with this initiative.

6. Belvoir Road Works:

Belvoir Road is set to undergo necessary works, reflecting our ongoing commitment to infrastructure maintenance and improvement.

7. Flood Management and Response:

I am working with partners to assess our flood response and identify areas for improvement, ensuring we are better prepared for future incidents.

8. Southern Link Road Update:

We are monitoring the roadworks associated with the Southern Link Road and are in regular communication with officers to alleviate any arising issues.

Conclusion:

Our community has made significant strides in various areas, and I remain committed to ensuring Balderton continues to thrive. Your support in these endeavors is invaluable, and together, we will continue to foster a vibrant and resilient community.

Acknowledgement to Former Councillors:

I would also like to express my sincere gratitude to the three parish councillors who have recently resigned. Their contributions have been invaluable, and it has been a pleasure working alongside them. It is a regrettable loss for our council, and I hope that they may consider rejoining us in the future when circumstances allow. The departure of such dedicated individuals highlights a challenging time for Balderton Parish Council, and it underscores the importance of our continued efforts to foster a positive and collaborative working environment.

Kind Regards,

District and county Councillor report
Cllr John Lee

Vacancies – New Councillor appointment

1. Introduction – co-option of 2 new councillors

At the October full council meeting, 2 vacancies were declared and it was noted that the clerk would follow the casual vacancy process as advised by N&SDC.

On October 6th 2023, casual vacancies notices were published on our website and placed in Balderton Parish Council noticeboards across the parish. Less than 10 electors approached N&SDC to request an election within the time period allowed, therefore Balderton Parish Council can now co-opt new councillors.

2. Proposed process for co-option of 2 new councillors

- a. Notice to be designed to invite those interested in becoming a councillor to contact the parish clerk.
- b. Candidates to be asked to email a written a statement to explain:
 - i. Why they wish to become a parish councillor
 - ii. What skills they can bring to the role
- c. Candidates to be invited to privately meet with BPC prior to the full council meeting on December 13th. (This may be at 6pm if there are only a couple of candidates or on an alternative date if there are lots of candidates). At this meeting the council/candidates can discuss submitted statements, ask questions regarding them and give the candidates a chance to ask questions of the council.
- d. During the parish council meeting on December 13th:
 - i. The council will take a private vote for Balderton North vacancy. Slips of paper will be passed to the clerk who will count the votes and announce which candidate received the most votes.
 - ii. The council will take a private vote for Balderton South vacancy. Slips of paper will be passed to the clerk who will count the votes and announce which candidate received the most votes.
- e. Councillors are not obliged to co-opt candidates, so councillors can vote 'no candidate suitable'. If this were to be the case a reason why would need to be explained to any unsuccessful candidates after the meeting.

3. Resignation of Councillor Desborough

The clerk has received a resignation email from Cllr Desborough which has been duly forwarded to the chairman.

The clerk will begin the casual vacancy process for this position after the November parish council meeting.

General Power of Competence (GPOC)

The GPOC is available to local authorities in England to do “anything that individuals generally may do”. It was provided for in the Localism Act 2011.

There are 3 conditions for eligibility that are set out in the Statutory Instrument:

- Resolution -The Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk
- Electoral Mandate - At the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted)
- Qualified Clerk - At the time that the resolution is passed, the Clerk must hold a recognised professional qualification and must have completed the relevant training, unless such training was required for the purpose of obtaining this qualification.

The resolution should be passed at every ‘relevant’ annual meeting of the Council to confirm and reaffirm eligibility.



Proposal for Committees, Subcommittees and Working Groups of Balderton Parish Council

For consideration on November 8th, 2023

1. Introduction

Balderton Parish Councillors (some of) have expressed concern regarding the transparency of committees, subcommittees and working groups in the past. At the full council meeting on October 4th there was an agenda item to consider changing all working parties to subcommittees. It was agreed to defer the decision so the parish clerk could make recommendations to the council on what committees, subcommittees and working groups she would recommend. This paper includes that recommendation and suggested terms of reference for each committee, subcommittee and working group.

The council needs a strategy and action plan so we can ensure we have appropriate resources to deliver services and facilities for the parish. The work to deliver this is currently underway and there is a chance that this may lead to the need for more working groups. We need to be mindful though that we should not overstretch the council/staff; with a view to delivering projects well rather than taking on so many activities/meetings that one can't perform any of them well.

In this report, I have outlined the committees and subcommittees that are recommended at this stage. There are currently 3 areas where a working group would be beneficial. Staff resource for the administration of so many meetings will have to be monitored.

2. Advantages of a committee structure¹

- Committees and subcommittees can be appointed long or short term as dictate by organisational needs, activities and resources of a council.
- Committees and subcommittees work for and on behalf of the council.
- Advisory committees and subcommittees can save the council valuable time. The council can use them to focus on the consideration of one topic or issue in relation to the performance of the council's statutory functions and powers (e.g. allotments, neighbourhood planning) and to make recommendations.
- Committees or subcommittees with fully delegated powers can make the council's decision making more efficient. Without them the whole council must meet whenever it needs to make any decision about council business, responsibility for which has not been formally delegate to staff.
- Committees and subcommittees can include non-councillors giving a wider perspective on matters.
- Committees and subcommittees that harness special interests, skills, and knowledge of its members can be especially worthwhile.
- Committees and subcommittees can be dissolved when there is no longer a use for them.

¹ Source: Local Councils Explained, NALC publication by Meera Tharmarajah

3. Disadvantages of a committee structure²

- If a council or committee assumes the responsibilities that it has delegated to a committee or subcommittee, which it is free to do, this duplicates efforts and undermines the appointment of the committee or subcommittee.
- If a council or committee routinely challenges the decisions of a committee or subcommittee with delegated responsibilities, confidence in the council as a whole is likely to suffer.
- Members of a committee or subcommittee may not possess the requisite knowledge of or skills
- A council may not have adequate staff resources to support the meetings of committees and subcommittees

4. Working Groups

A group of councillors and staff working together on council business is not a committee. The definition of committee does not include staff. For transparency, the clerk will endeavour to produce an agenda and notes for these. The notes will be included on the amenities or full council agenda packs for information and any decisions regarding their work taken back to the amenities or full council for a decision.

5. Recommendations

It is recommended that the council have the following committees, subcommittees and working groups. It is also recommended that the council considers regular slots for committees and full council meetings which are open to the public. It is hoped that regular slots will help everyone know where and when to expect meetings.

Meeting	Regularity of meetings	Notes
Full Council	Monthly (no meeting in August and December) - fourth Wednesday	
Amenities Committee	Monthly (no meeting in August) - second Wednesday	
Personnel and Policy Committee	Quarterly	Previously known as Council review
Planning Committee	Monthly (if there are planning consultations to consider) – Third Monday	
Allotments Subcommittee	Quarterly	Not open to the public.
Village Centre Subcommittee	Quarterly	Not open to the public.
Working groups 1. Events 2. Lakeside	Dependent on work in progress	Groups to gather information to report back to the amenities committee so decisions can be made. Certain work, for example bookings of entertainment for events, to be delegated by full council to the parish clerk.

² Source Local Councils Explained, NALC publication by Meera Tharmarajah

6. Terms of Reference for committees, subcommittees and working groups.

The following pages detail the terms of reference for each committee and subcommittee. **The terms of reference for the working group will be taken to the December full council meeting.** The members of each one will be voted on at the annual parish council meeting. Should a member step down, this will be taken to the next full council meeting so a replacement can be agreed. The council will review committee structure and working parties at the annual parish council meeting each year including, the terms of reference.

Chairman/Vice Chairman of Committees are appointed at the first meeting of the committee/subcommittee after the annual parish council meeting.

7. Recommendations for subcommittee/working party disbandment

To make the numbers of meetings manageable, It is recommended that the following working parties/sub committees are disbanded. The work that these subcommittee/working parties would have covered can be covered as detailed in the table below:

Subcommittee/working party	To be covered by
Churchyard subcommittee	Amenities Committee (update reports will be taken to this committee)
Renewable energy working party	Village Centre Subcommittee



Amenities Committee Terms of Reference

Number of Councillors	9	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk Head Groundsman		
Meeting regularity	Monthly (no meeting in August) - second Wednesday at 7pm		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Agendas will be copied to full council for information. 5. Minutes of amenities committees will be included in full council agendas to keep all councillors informed. 			

Purpose of this committee

This committee oversees the management and maintenance of the Coronation Street playing field/facilities, the Village Centre, Mount Road Cemetery, Allotments, Lakeside area and St. Giles churchyard on behalf of Balderton Parish Council and includes the following responsibilities:

1. To keep under review the provision of allotments, cemetery, sports and recreational facilities for the residents of Balderton.
2. To put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To lead on and approve tenders for all aspects of maintenance and ground works in accordance with the council's financial regulations.
4. To set budgets for the committee's area and subjects of responsibility; subsequently approved by the full council.
5. To monitor expenditure that is within the agreed budget for the services overseen by the committee. Should the need arise to procure an item/services which is likely to take the annual expenditure over what has been budgeted this will be taken to full council for a decision. (The systems for any emergency expenditure are set out in the Council's Financial Regulations).
6. To make decisions for any changes in terms for the service or charging reviews.
7. To consider and make decisions on residents' requests, whilst ensuring such decisions are in line with the council's strategy and agreed action plan. When necessary, decisions should be referred to full council.
8. To scrutinise any new policies or policy revisions (for the services /areas covered by this committee), procedures or suchlike and recommend for adoption to full council.
9. The committee may recommend to full council the formation of subcommittees and working groups which could be beneficial for specific items or topics to be considered in greater detail.

Note: Day to day administration/management of the sites is conducted by council officers and ground staff.



Personnel and Policy Committee Terms of Reference

Number of Councillors	7	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk		
Meeting regularity	Quarterly		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Minutes of personnel and policy committees will be included in full council agendas to keep all councillors informed. 			

Purpose of this committee

This committee oversees the management of the council's staff and scrutinises policies, procedures and such like and includes the following responsibilities:

1. To ensure policies are in place for the employment of staff to include ensuring that the council complies with all legislative requirements. To review these policies, in line with any changes in legislation and best practice. All policies to go to full council for final approval.
2. To review annually health and safety at work policies, procedures and training for all council employees.
3. To make recommendations to full council regarding staffing structure.
4. To agree and review contracts of employment³, job descriptions and person specifications for staff.
5. To review staff salaries and make recommendations to full council.
6. To receive updates on any issues relating to staff and appraisals from the parish clerk.
7. To conduct the parish clerk's appraisal (2 or 3 members).
8. To appoint from its membership a recruitment panel when necessary and recommend appointments to council. Recruitment panels will normally include three members in the case of appointment to the parish clerk post; and at least one member of the committee plus the clerk for all other posts.
9. To perform panel roles as detailed in the grievance and disciplinary procedure.
10. To scrutinise any new policies⁴ or policy revisions, procedure or suchlike before they go to full council for approval.
11. Should the committee propose a project/action requiring council finances this would require approval from full council.

³ Contracts should use national templates.

⁴ Policies/procedures covered by the Amenities Committee are not included



Planning Committee Terms of Reference

Number of Councillors	8	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk		
Meeting regularity	Monthly (?Third Monday) (if there is only 1 or 2 applications, this business may be moved to a full council agenda to ensure effective use of council resources.)		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Agendas will be copied to full council for information. 5. Minutes of planning committees will be included in full council agendas to keep all councillors informed. 			

Purpose of this committee

This committee's main purpose is to consider and decide how to respond to planning consultations on behalf of Balderton Parish Council and includes the following responsibilities:

1. Consideration of responses to planning applications, appeals and policy documents from Newark & Sherwood District Council and respond on behalf of Balderton Parish Council.
2. Raising any issues of planning concern with Newark & Sherwood District Council's planning enforcement team.
3. Consideration of responses to policy documents from Newark & Sherwood District Council and respond on behalf of Balderton Parish Council.
4. Consider consultations from bodies such as Nottinghamshire County Council (British Gypsum etc.) and respond on behalf of Balderton Parish Council.
5. Should the committee propose a project requiring council finances this would require approval from full council.
6. The committee may recommend to full council the formation of subcommittees and working groups which could be beneficial for specific items or topics to be considered in greater detail.



Allotment Subcommittee Terms of Reference

Number of Councillors	4	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk (& Clerical Assistant) Head Groundsman		
Allotment Holders (advisory – no voting rights)	3 Allotment Tenant Representatives		
Meeting regularity	Quarterly – date and time of each meeting to be arranged at the preceding meeting.		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and minutes. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Minutes of allotment subcommittee will be included in amenities committee agendas to keep all councillors informed. 			

Purpose of this Subcommittee

This main purpose is to monitor the allotments and make recommendations to the amenities committee on items such as:

1. The letting of allotments.
2. Updating the terms of the tenancy agreement.
3. Management of the site.
4. Regular inspections of the allotment site to ensure compliance with the tenancy agreement.
5. The subcommittee's areas and subjects of responsibility have budgetary allocations which are set annually by the amenities committee and subsequently approved by the full council. Any additional proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

Note: Day to day administration/management of the site is conducted by council officers and ground staff.



Village Centre Subcommittee Terms of Reference

Number of Councillors	4	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk Head Groundsman		
Meeting regularity	Quarterly – date and time of each meeting to be arranged at the preceding meeting.		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and minutes. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Minutes of Village Centre Subcommittee will be included in amenities committee agendas to keep all councillors informed. 			

Purpose of this Subcommittee

This subcommittee including staff ensure the centre is being managed and run effectively. The parish clerk is responsible for managing the hall. This subcommittee will make recommendations to the amenities committee on items such as:

1. The letting of the centre.
2. Updating the terms of the hire agreement and policies regarding the centre.
3. Management of the site.
4. Making recommendations to the Amenities Committee regarding the medium/long-term development of the premises. Subject to the Amenities Committee being in agreement, the recommendations can be taken to full council so that appropriate financial planning can be put in place. This includes the consideration of more renewable and efficient energy options for the Village Centre such as heating, lighting, cooling and water usage.
5. Quarterly meetings will include an inspection to check the appearance and condition of the premises and their immediate surroundings, ensuring that they are:
 - clean and tidy;
 - in good decorative order;
 - in a good state of repair;
 - secure;
 - free of any obvious and significant health & safety hazards;
 - maintained in accordance with the terms and conditions of the premises licence;
 - used by hirers in accordance with the terms and conditions of hire.
6. The subcommittee's areas and subjects of responsibility have budgetary allocations which are set annually by the amenities committee and subsequently approved by the full council. Any additional

proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

Note: Day to day administration/management of the site is conducted by council officers and grounds staff.



Project Working Group Template

Number of Councillors	TBC	Minimum number of councillors	3
Officer attendance	Clerk/deputy clerk		
Meeting regularity	Dependent on project		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and notes. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-working group members of the council may attend meetings. 4. Notes of working group will be included in amenities or full council agendas to keep all councillors informed. 5. Scope of working group to be agreed by full council. 			

Purpose of this Working Group

This main purpose of this group is to make recommendations to the amenities committee/full council on:.....

Timescale.....

Introduction to the Civility and Respect Pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

[Click here to watch a short video about the Civility and Respect Pledge.](#)

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrating positive changes which support civil and respectful conduct.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

	Statement	Tick to agree
1	Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
2	Our council has put in place a training programme for councillors and staff.	
3	Our council has signed up to Code of Conduct for councilors.	
4	Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
5	Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
6	Our council will commit to calling out bullying and harassment when if and when it happens.	
7	Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.	
8	Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Dignity At Work Policy

For consideration on November 8th, 2023

Balderton Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Balderton Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Balderton Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Balderton Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Balderton Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the council's personnel committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Balderton Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). **See the council's equality and diversity policy.**

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.



Balderton Parish Council

EQUALITY AND DIVERSITY POLICY

For consideration on November 8th, 2023

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Based on National Association of Local Councils Template. Note: This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

1. Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

2. The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3. Types of unlawful discrimination

- a. Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.
In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.
- b. Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
- c. Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
- d. Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- e. Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

- f. Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.
- g. Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

4. Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

a. Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

b. Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

c. Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

5. Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

6. People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

7. Training

The council raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

8. Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

9. Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

10. Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Training on Offer

Standards in public life e-learning

South West County Association

This bespoke e-learning module has been developed by county associations in the South West region and is primarily designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors.

Information is based upon the national model code of conduct produced by The Local Government Association but recognises that councillors must abide by your own council's code of conduct, and so also provides some generic support for those wishing to better understand the behaviours expected of all councillors.

Delegate fee: £16 per module

[Click here to register your place](#)

Respectful and Positive Social Media for Councils and Councillors

Breakthrough Communications

In this introductory e-learning module we'll consider the opportunities and risks associated with social media from a civility and respect perspective. We will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. We'll explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and practical what steps you can take.

Delegate fee: £16 per module

[Click here to register your place](#)



Leadership in Challenging Situations for Councils and Councillors

Breakthrough Communications

In this introductory e-learning module we will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will also discover how to build, support and get the most from an effective and motivated team.

Delegate fee: £16 per module

[Click here to register your place](#)

Personal Resilience for Councils and Councillors

Breakthrough Communications

In this introductory e-learning module we develop a better understanding of where our behaviour comes from and we'll consider what resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focused scenarios and consider how we might respond to them. We'll also explore strategies to deal with and manage a range of situations.

Delegate fee: £16 per module

[Click here to register your place](#)

Resilience and Emotional Intelligence – What it means in practice for clerks and council officers

Breakthrough Communications

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions based on worked-through scenarios. We'll also lead the user through a set of exercises, input and self-reflection and a resource pack for building our own resilience and emotional intelligence.

Delegate fee: £30 for access to the on-demand e-learning content, live virtual Workshop, and post-workshop toolkit.

To register for the clerks only session please click on the link below.

[Click here to register your place](#)

Leadership in Challenging Situations — Dealing with challenging situations and working with others effectively

Breakthrough Communications

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations as well as explore how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face in our role, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support and get the most from an effective and motivated team.

Delegate fee: £30 for access to the on-demand e-learning content, live virtual Workshop, and post-workshop toolkit.

To register for the clerks only session please click on the link below.

[Click here to register your place](#)

Respectful Social Media — How to deal with attacks and negative engagement

Breakthrough Communications

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which they

can keep control of our social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, as well as considering our use of language and its role in positive two-way communication and explore the type of content we can post on social media, depending on our role. For councillors, we will provide suggested social media do's and don'ts: how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Delegate fee: £30 for access to the on-demand e-learning content, live virtual Workshop, and post-workshop toolkit.

To register for the clerks only session please click on the link below.

[Click here to register your place](#)

Understanding psychopathic and narcissistic behaviour

Becky Walsh

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others, and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in high leadership positions such as company chief executives and in political roles. In this webinar, we learn how to spot them and also how to monitor your own behaviour to lessen their impact on you and your organisation. Each of the webinars will give real situation scenarios and what to do in each of them.

9 March

Delegate fee: £15

To register a place for your councillors, please email sue@haptc.org.uk, copying in your councillor delegate(s). For all other enquiries hazel.broatch@nalc.gov.uk.

To register for the Clerks only session please click on the link below.

[Click here for more information on the Clerk Session](#)

Code of Conduct

Hoey Ainscough Associates

This course is aimed at local councils who have either adopted the new Local Government Association (LGA) Code of Conduct for members, as endorsed by NALC and the SLCC or who are considering adopting it. The course is aimed at both members and officers and will be led by Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd, the national experts who developed the code for the LGA. The course will look at some of the key aspects of the code, the practical implications of working with the code and look at the guidance which sits alongside the code. Attendees will be invited to ask questions about any aspect of the code as the session aims to help people understand how to make the code work most effectively at a local level.

Delegate fee: £15

To register a place for your councillors, please email sue@haptc.org.uk, copying in your councillor delegate(s). For all other enquiries hazel.broatch@nalc.gov.uk.

To register for the Clerks only session please click on the link below.

[Click here for more information](#)

Hoey Ainscough Associates Ltd

Supporting Local Governance

Managing conflict and difficult conversations

The training specifically covers conflict management; a thread of management essential to the Clerking industry given the depth and breadth of communications and dealings Clerks have with other people and organisations. The event will be led by Sue Noble (www.noblelearning.co.uk) a highly-experienced coach and mentor with extensive experience in the local government sector, and training staff from town and parish councils. It will be interactive, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector. At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities whilst sampling delicious wines from Oaken Grove (no extra charge).

For Clerks only

To register for the clerks only session please click on the link below.

[Click here for more information](#)

From: Notts ALC

Sent: 11 October 2023 10:30

To: Notts ALC <

Subject: Misuse of Social Media to Bully and Intimidate Staff

To all Clerks and Chairs

We are delighted to be able to offer this course on **Tuesday January 9th at 10:00am via Zoom. Price is £35 per person for members.**

The presenter is Chris Moses from PD Solutions who we have worked with for many years and has a wealth of knowledge in this area.

Anything published on Facebook or other Social Media is automatically in the public arena, whether or not it is in a closed group, and abusive / offensive comments concerning employees of a Council can result in legal action against the Council.

This 90-minute presentation will address:

- 1 The Council's liability for the conduct of individual Members' Social Media posts.
- 2 The Council's ability to manage unacceptable conduct by either Employees or Members and the relevance of the *Ledbury* authority.
- 3 Dealing with bullying and harassment.

4 Responding to the effects of unacceptable conduct on the health of Employees.

5 Potential criminal convictions under the Malicious Publications Act 1988 and Protection from Harassment Act 1997.

A booking form is attached, please complete and return it to use to book a place. Please don't send payment until you have an invoice number to quote. Places are limited so don't delay.

Regards

Training Assistant

Introduction

Our current website was kindly arranged by a volunteer. It is recommended that we move to a website provider that is easy-to-use website and used by many parish councils.

[HugoFox](#)'s product is easy to use and simple to set up. Examples of council's using their product are:

- [Bowes Parish Council](#)
- [Droxford Parish Council](#)
- [Fernwood Parish Council](#)

Benefits to Balderton Parish Council

The clerk will be able build the website quickly and arrange content with headings so visitors to the site can easily find what they need. All office staff will be able to pick up how to add content very easily. The site has functionality for visitors to the site to fill in online forms so we can capture information easily for services such as village hall bookings, allotment waiting lists etc. Further details can be found on the [HugoFox website](#).

Costs

HugoFox offer different [service levels](#). It is recommended that we initially opt for the bronze level.

HugoFox Packages	BRONZE	SILVER	GOLD
	£9.99 +VAT per month	£19.99 +VAT per month	£29.99 +VAT per month
Website Toolkit	✓	✓	✓
Web Accessibility Compliance	✓	✓	✓
Hosting	✓	✓	✓
SSL Certificate	✓	✓	✓
Marketing Toolkit (post jobs, events, offers & news)	✓	✓	✓
Email Alerts	✓	✓	✓
Google Toolkit Support (search box, analytics)	✓	✓	✓
Social Media Integration	✓	✓	✓
Use of Own Domain Name	✓	✓	✓
HugoFox Directory Entry	✓	✓	✓
Email Support	✓	✓	✓
Basic SEO	✓	✓	✓
Telephone Support		✓	✓

Proposal to introduce a Balderton Parish Council Facebook page

It is recommended that Balderton Parish Council introduces a Facebook page. This could be used for:

1. Inviting residents to BPC open meetings (Amenities Committee and Full Council).
2. Letting residents know when agendas and minutes are published and where to access them online.
3. Letting residents know about events arranged by the parish council.
4. Consultation with residents.
5. Promotion of parish council services.
6. Signposting information.
7. Sharing events and consultations of other local service providers.
8. Sharing roadworks notifications that are sent by Via to BPC.
9. Updates on key council activity/decisions.

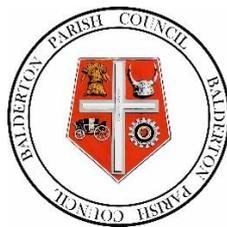
Resources

It is suggested the main aim of the page will be to keep people informed of what is on and what the council is working on. There will information on how to contact BPC but the council does not have the resources to follow up comments on posts. It is suggested that posts include standard text such as:

- If you have any feedback, please email Balderton Parish Council at office@..... We will endeavour to get back to you.
- should you have any queries, please contact ...relevant email address/website (if information posted is from another provider).

What about those not on Facebook?

It is recognised that many residents may not use Facebook. The council can use its website and noticeboards to signpost residents as much as possible. Consideration will need to be given to how reach out to those people not on social media when the council considers large consultations but it may be used as a snapshot to gauge feeling on smaller projects. The council can consider introduction of a newsletter but resources for production and distribution will need to be considered. This is referred to in the communications strategy item on this agenda.



Communication and Engagement Policy

For consideration on November 8th, 2023

1. The aims of this policy

Balderton Parish Council recognises its role at the heart of the community and values its position in providing community leadership.

The communications strategy laid out in this document sets the standard for engagement both within the council and with its community.

As a council, we aim to ensure communication is two-way; informing people about council activities and village centre, consulting and listening to what people say about services and providing information to support residents. As a council, we are committed to open and transparent communication with residents.

The council aims to ensure that the community understands the role of the parish council as the first tier of local government, its powers, limitations and its liaison with Newark and Sherwood District Council and Nottinghamshire County Council.

The parish council aims to:

- a. Establish clear, easy to use channels of communication between the council and residents and vice versa.
- b. Provide information on important matters in a timely manner to facilitate and encourage informed comment from interested individuals and groups.
- c. Promote Inclusion - all Balderton residents, businesses and community groups are encouraged to be involved wherever possible in the work of the parish council. The council supports equality of opportunity for everyone in the parish.
- d. Listen to and respond to residents to enable their voices to be heard and for them to take an active role in shaping their local area.
- e. Work together to facilitate the development of the community recognising and supporting the existing groups in the parish and the wealth of experience and contributions people make.
- f. Build trust - the council will work to understand the needs of Balderton residents, businesses and community groups and collaborate constructively where it can.

2. Legal requirements and restrictions

This policy is subject to the council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, The Local Government Act 1986, The Freedom of Information Act 2000, the Data Protection Act 2018, and other legislation which may apply to the council's Standing Orders and Finance Regulations.

The council cannot disclose confidential information or information where this is prohibited by law. The council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the council, a copy of which is publicly available at www.baldertonparishcouncil.gov.uk All documents are available on request in hard copy or large print.

3. The main principles for all forms of communication

Balderton Parish Council will ensure that it communicates with residents in a timely and effective manner, and to inform and consult with them on matters which affect the parish.

All methods of communication should:

- be civil, tasteful, and relevant
- be concise
- not disclose information which is confidential
- reflect the views of the parish council not the individual
- not contain unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented, or racially offensive content.
- not promote political parties
- not publicise personal information

4. Methods of communication that may be used by the parish council

- Parish council meetings
- The parish council office
- Parish council noticeboards
- Email
- Post
- Telephone
- Website
- Newsletter
- Social media
- Public meetings

5. Parish council meetings

a. Regular meetings

- i. The **Full Council** meets on the fourth Wednesday of every month (except August and December when there is not a meeting).
- ii. The **Amenities Committee** meets on the second Wednesday of every month (except August when there is not a meeting).

These meetings will normally take place in Balderton Village Centre starting at 7pm.

- b. **Planning Committee** meetings are held on the xxx xxx of each month ///set as an when needed according to planning consultations that are received from N&SDC and NCC.

- c. **Personnel Committee** meetings are held quarterly. Agendas are published but the majority of these meetings are exempt from public due to the nature of the business.

All full council and committee meetings are open to the press and public and will start with a public forum usually lasting up to twenty minutes (longer may be allowed at the chair's discretion). Residents are encouraged to raise issues during the public forum relating to agenda items or anything else.

Residents, local organisations, district/county councillors⁵, the local press and police will be encouraged to attend parish council meetings and bring forward any proposals or comments they may have. All meeting participants, including invited guests will be expected to behave with civility and respect to all other attendees of the meeting.

On occasion it may be necessary for the council or a committee to exclude the public if the confidential nature of the business to be discussed means their presence at the meeting may be prejudicial to the public interest.

6. Annual Parish Meeting

All town and parish councils throughout England are required by law to hold an annual parish meeting, which must take place between 1 March and the 1 June (inclusive).

The aim of the meeting is to create a two-way flow, both updating residents with reports from stakeholders, clubs and groups that operate in the parish and to encourage engagement, feedback and suggestions from residents.

The chair will convene an annual parish meeting to facilitate the gathering of the residents of the village, with reports from stakeholders, clubs and groups involved in the village and the opportunity for all residents to raise questions and ideas for the village.

7. Parish council office - The role of the parish clerk and responsible financial officer

The parish clerk and responsible financial officer perform pivotal roles as a communications link between the parish council and its stakeholders. It is therefore essential that all forms of correspondence must go via the clerk with the minimum requirement of a copy to the clerk. This will ensure that records are properly kept. The clerk will provide a list of correspondence to committees or full council at meetings. The clerk will respond where required to all correspondence within five working days, either with a full response or with details of when the parish council will consider its response (the exception to this will be during periods of absence).

The office will be open on weekday mornings for residents to call in and speak directly to council staff. At other times and if there is a matter requiring a longer discussion an appointment can be made to meet with the clerk.

Office Address: Balderton Village Centre. Coronation Street, Balderton NG24 3BD

Office opening times: Monday and Friday 10am-noon

8. Noticeboards

Parish council noticeboards will be kept tidy and up to date.

⁵ District and County councillors are invited to Full Council meetings.

a. Noticeboard at Village Centre

The following items will be displayed on the parish council noticeboards outside of the village centre and inside the village centre lobby:

- Full council and amenities committee meeting dates for the year
- Parish council office opening times and contact details
- The full council and committee meeting agendas which will be posted at least three working days in advance of each meeting
- Full council and amenities committee minutes which will be posted in draft form as soon as is practicable after meetings.

b. Balderton Parish Council noticeboards elsewhere in the parish

There are 2 other parish council notice boards:

- Outside Balderton Library, Main Street
- At Balderton Lake (Heron Way side)

The following items will be displayed on these noticeboards:

- Full council and amenities committee meeting dates for the year
- Parish council office opening times and contact details

9. Correspondence

All correspondence should be addressed to the office in the first instance either by email to office@baldertonparishcouncil.gov.uk or by post. Details will be recorded and passed to the relevant person or organisation as soon as practically possible.

Parish councillors also have their own council email addresses allowing residents and other relevant parties to make direct contact. These are published on the parish council website at www.baldertonparishcouncil.gov.uk.

All correspondence to the parish council staff will be acknowledged within one week of receipt where possible. If the communication is received by email an acknowledgment will be sent by that means.

Councillors will be notified of correspondence, but the addressee will not be named on agenda packs/minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the clerk has prior knowledge of the subject. Anonymous emails or those with no subject in the title will not be opened or actioned - this is a security measure to protect the council's computers and systems against spam and malware.

A resident may raise any issue directly with the parish clerk or any councillor. If a satisfactory answer cannot be given immediately, the issue may be placed on the agenda to be considered by full council.

The clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date. Freedom of Information Requests and responses will be published at www.baldertonparishcouncil.gov.uk

10. Email

The parish council email account is monitored by parish council staff during office hours. Email is a fast and cost-effective form of communication, particularly efficient when reaching out to multiple addressees in a single message. But email should not be used to the exclusion of other forms of communication, for example where a matter could be dealt with more effectively in face-to-face meetings or by phone.

The following guidelines aim to help keep email communications manageable and efficient:

- The clerk will keep councillors updated, by forwarding emails sent to the parish council, when appropriate.
- Some emails which are of general information to the community will be posted on the council and local Facebook pages in addition to being forwarded to the councillors.
- The 'reply all' option will be used thoughtfully, only copying in relevant parties.
- Caution should be exercised when forwarding emails to ensure they go only to relevant people. Think security.
- It is not usually appropriate for draft documents circulated by email to be forwarded outside the parish council unless to an individual directly involved with the matter under discussion.

All parish council business will be conducted using parish council emailing addresses. i.e. staff and councillors will only use their parish council email addresses to send and receive emails regarding council business; personal email addresses must not be used for council business.

11. Post

All post is received by the parish council staff who will ensure that it is opened promptly and dealt with in an appropriate manner.

12. Telephone

The parish council office telephone will be answered during office hours by the parish council staff who will deal in a professional manner with all incoming calls. The voicemail system will receive messages when staff are not available, or the office is closed. The staff will check for messages each day and return calls promptly where a number has been left.

13. Website

The parish clerk will ensure the website at www.baldertonparishcouncil.gov.uk is up to date, including with the following information:

- Schedules, agendas, and minutes of all parish council meetings
- All policies
- Details of any committees and its responsibilities
- Contact details for the councillors and staff
- Finance Information including annual reports and audit reports
- Details of any significant ongoing projects updated as appropriate
- Details of parish council services

The clerk will arrange for the agenda and associated papers to be online at www.baldertonparishcouncil.gov.uk a minimum of three clear days before meetings and for the draft minutes to be posted as soon as possible after the meeting.

14. Newsletter

The parish council will publish xx newsletters per year, the content of which will be determined by the council.

This may be part funded by the inclusion of advertising by local businesses.

15. Parish council social media

The parish council will use social media sites where it feels this will benefit the public.

Parish council accounts should be the first to make announcements or share decisions, advertise key dates, agendas, minutes, publicise consultations, advertise vacancies etc. This responsibility will lie with the staff.

In addition to posting on the parish council website at www.baldertonparishcouncil.gov.uk, information may also be shared to Parish Council and Balderton Village Centre Facebook pages. It is both difficult and time consuming to track/monitor comments on social media, so residents requiring clarification, or a personal response should be asked to email office@baldertonparishcouncil.gov.uk.

The staff will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, libellous nature. Such post will also be reported to the hosts (i.e. Facebook) if appropriate to do so.

16. Councillor Use of social media

- a. Should councillors wish to use social media regarding their role as a councillor, it is advised they set up a separate profile/page for their councillor activity.
- b. Any parish councillor who has their own social media accounts whilst free to express their views should use them with caution and always make it clear that their opinions are their own and not those of the parish council.
- c. Councillors can use their own personal social media accounts to:
 - Encourage residents to attend parish council meetings
 - Share parish council posts regarding decisions the council has taken (ensuring they don't duplicate shares leading to overloading local Facebook groups with the same shared post)
 - Advertise events and activities in which the parish council is involved
 - Share information on events and activities which may benefit residents
 - Publicise important meetings such as public consultations
 - Signpost residents to the correct point of contact
 - Advertise vacancies
 - Respond to residents' requests for information on the above
 - Follow the code of conduct
- d. Councillors will not:
 - Share information on council decisions before it has been issued on Parish Council channels (i.e. draft minutes/parish council posts regarding decisions)
 - Share personal or confidential information
 - Engage in personal attacks or hostile communications

- Post on parish council accounts to share personal opinions
- Present personal opinions as that of the wider parish council
- Hide their identity when using social media or responding to residents
- Publish photography or videos without permission of those included
- Post content which constitutes bullying or harassment
- Bring the parish council into disrepute
- Post offensive language

17. Consultations

The council will arrange consultations and surveys when appropriate and results will be made available on the website at www.baldertonparishcouncil.gov.uk and when deemed relevant, on social media.

Methods of consultation will be dependent on the topic and timescales. The newsletter will be used to consult when possible but online consultation will be the main conduit for consultations. Topics the council is considering will appear on its agendas and minutes and residents will be encouraged to make contact to give their views.

18. Media

Local media is invited to attend all meetings of the parish council and will be provided with an agenda and minutes of previous meetings. The clerk will be the main point of contact for media enquiries and may proactively contact the media if the parish council wishes to provide information or make a statement relating to its business. The clerk will consult the chair, vice-chair, or chair of the relevant committee to clear the content of any press statement before its release. It is important that all information shared with the press is accurate and represents policies and views of the parish council. If a councillor gives an interview or comment, the views expressed should be those of the council and its code of conduct always followed. Information of a confidential nature must never be disclosed.

19. What Balderton Parish Council asks of residents

To actively review the notice boards and/or the parish council website at www.baldertonparishcouncil.gov.uk and/or the local newspaper and/or the council newsletter for information about meetings and events on a regular basis.

To recognise engagement opportunities and utilise them by responding to surveys, letters, questionnaires etc. Residents' views really do matter and can help shape important decisions about the future of your community.

To address comments, suggestions, or complaints in writing by email, telephone, or post, using the contact information published on the parish council website and displayed on the village notice boards. Alternatively, to attend the open parish council and make use of the public forum at the start of all meetings.



Complaints Procedure

For consideration on November 8th, 2023

Introduction

1. Balderton Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this complaints procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. Balderton Parish Council will not acknowledge or consider, under any circumstances, complaints that are submitted anonymously.
3. This complaints procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the council debates and votes on a matter. You may do this by writing to the council in advance of the meeting at which the item is to be discussed. There is the opportunity to raise your concerns in the public forum of Balderton Parish Council meetings. If you are unhappy with a council decision, you may raise your concerns with the council, but standing orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the standing orders is followed.

When is our complaints procedure not appropriate?

5. Other bodies have responsibility for certain types of complaint. These are summarised below:

Issue	Refer to
Alleged financial irregularity	Local electors have a statutory right to object to a Council's audit of accounts (s.27 (1) of the Local Audit and Accountability Act 2014). The external auditor details are published with Accounts Notices (on the Parish Council's website and noticeboards).
Alleged criminal activity	The police.
Complaints against councillors.	Newark and Sherwood District Council is responsible for handling complaints that

Issue	Refer to
	relate to a member's failure to comply with the council's code of conduct.
Complaints by one council employee against another council employee, or between a council employee and the council as employer	These matters are dealt with under the council's disciplinary and grievance procedures.

Complaints Against Individual Councillors

6. Complaints about the behaviour of any Councillor must be submitted to: The **Monitoring Officer, Newark & Sherwood District Council, Castle House, Newark, NG24 1BY.**

Informal Complaint

7. You may make an informal complaint about the council's procedures or administration in person, by phone, or by writing to or emailing the clerk. The contact addresses and numbers are set out at the end of this document.

Formal Complaint

8. Complaints regarding the parish council or staff should be sent in writing to the parish clerk. The complaint should be addressed to, and will normally be handled by, the clerk. Most complaints will be dealt with by an investigation, carried out by the clerk.

9. Complaints must be directed through the council office, not through individual councillors. The only exception is when the clerk is involved (in any way) with the issues causing the complaint: in such a case, the complaint should be addressed directly to the chairman of the **council's personnel committee.**

10. Thus, where the following paragraphs refer to actions by the clerk, they can be interpreted to mean the chairman of the personnel committee.

11. If the issue raised is deemed to be serious, the complaint must be submitted formally in writing – although this may be a follow-up to an initial verbal or e-mail complaint. The complaint should cover as much detail as possible and enclose any relevant supporting documentation or other evidence.

Procedures Following Receipt by the Council of a Complaint

12. On initial receipt of a complaint, the clerk will determine whether the issue is relatively minor and can be resolved by an informal investigation, or whether it is a serious matter requiring formal investigation. The clerk will inform the complainant, as soon as possible, of how the complaint will be treated and, if a formal investigation is required, will request that the complainant confirm the details in writing.

13. A complainant may advise a councillor of the details of a complaint, but individual councillors are not authorised to resolve complaints, nor to investigate them, unless so tasked by the personnel

committee or the full council. Councillors will not express personal opinions about complaints awaiting investigation, or about the conclusions and results of any investigation.

14. It is expected that most complaints can be resolved through the informal route. However, the council appreciates that on occasions, if an informal approach has not resolved the complaint to the complainant's satisfaction, or the initial complaint is of a serious nature, then the formal complaints process should be followed.
15. If the investigation is informal, the clerk will discuss relevant issues with any persons involved and assess the validity of the complaint. The clerk will take any necessary action which might arise from the investigation and will inform the complainant of the result of their complaint (i.e. whether it has been upheld or dismissed). However, the complainant is not entitled to be told of any actions taken in relation to members of staff.

Formal Investigation Procedures

16. In the case of a formal complaint, the clerk will acknowledge receipt of the complaint, in writing, within five working days. The clerk will then carry out a formal investigation into the complaint, recording the results of interviews or other relevant research; the basis of any conclusion or decision reached; and the determination of any resultant action. Within ten working days, the clerk will provide the complainant with an update on progress, or a suggested resolution. If the complainant is satisfied with the suggested resolution, the complaint will be considered closed. If not, the clerk will take any necessary steps to investigate further and will seek the support of the personnel committee in furthering the investigation and/or reaching a formal decision. In complex cases, the personnel committee may nominate one or more councillors to carry out a detailed investigation.
17. The clerk will report to the personnel committee, and / or to the full council, summary details of the complaint and of its resolution. This report will exclude the names of the complainant(s) and those of any council staff involved. The clerk will also advise the complainant of the result of their complaint (i.e. whether it has been upheld or dismissed).
18. If the complainant is dissatisfied with the response to their complaint, they may ask for the complaint to be referred to the full council; they will be notified in writing of the outcome of the review of the original complaint. This can take up to 8 weeks.

Action Against Council staff

19. A complaint against a member of the council's staff could result in disciplinary action or, in cases of gross misconduct, dismissal from the council's employment. The council will not, under any circumstances, enter into any correspondence or discussion with any complainant about any action taken, formally or informally, against any member of its staff. This is expressly to protect the employment rights to which all employees of the council are entitled, and also to comply with privacy legislation.

Repeated or Vexatious Complaints

20. A small percentage of complaints may be persistent or be framed in a way that appears to be obsessive, harassing, or repetitious. Dealing with such complaints – termed “vexatious⁶” – can consume a disproportionate amount of resources and can sometimes be unacceptably stressful for staff. Although everyone has the right to make a legitimate complaint, they are not entitled to do so in a way that is unreasonable, or which has the effect of intimidating or harassing staff. The responsible investigator may – based on justified evidence - determine that such a complaint should be dismissed without investigation or ignored.

21. For full details of how repeated or vexatious complaints are dealt with, refer to the Council’s Vexatious Communications and Complaints Policy.

Contact details:

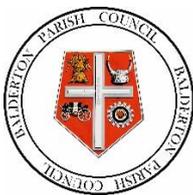
Email: office@baldertonparishcouncil.gov.uk

Phone: 01636 703626

Post: Balderton Village Centre. Coronation Street, Balderton NG24 3BD

⁶ A vexatious or persistent complaint includes:

- Actions which are obsessive, persistent, harassing, prolific, or repetitious
- Insistence upon pursuing otherwise meritorious complaints in an unreasonable manner
- Insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason



Vexatious Communications and Complaints Policy

For consideration on November 8th, 2023

1. Introduction

1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the council policy for ways of responding to these situations.

1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the council through pursuing an unreasonable course of conduct.

1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

1.4 Habitual or vexatious complaints can be a problem for council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of officer and member time. While the council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

(1) unreasonable complaints and/or unrealistic outcomes;

and/or

(2) *reasonable complaints in an unreasonable manner.*

2.2 Prior to considering its implementation the council will send a *summary* of this policy to the complainant to give them prior notification of its possible implementation.

2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

2.4 The clerk on behalf of the council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

3.1 Balderton Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the council, hinder the council's consideration of their or other people's complaints.

The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.

3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the council, by any means in relation to a specific complaint or complaints

- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the council through different routes or other persons about the same issue
- persist in seeking an outcome which council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

4. Imposing Restrictions

4.1 The council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

4.2 In the first instance the clerk will consult with the chairman of the council prior to issuing a warning to the complainant. The clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the council may take if they do not comply.

4.3 If the disruptive behaviour continues, the clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the council in future will be restricted. The clerk will make this decision in consultation with the chairman of the council and inform the complainant in writing of what procedures have been put in place and for what period.

4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full council Meeting.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a councillor or a friend acting on their behalf
- banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
- requiring contact to take place with one named member of staff only
- restricting telephone calls to specified days and/or times and/or duration
- requiring any personal contact to take place in the presence of an appropriate witness
- letting the complainant know that the council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- why the decision has been taken
- what action has been taken
- the duration of that action.

4.7 The clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the clerk, in consultation with the Chairman of the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious or Persistent

5.1 New complaints from people who have come under this policy will be treated on their merits. The clerk and the chairman of the council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. Review

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the clerk and the chairman of the council, after three months, and at the end of every

subsequent three months within the period during which the policy is to apply, or by the next full council meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Vexatious Communications

7.1 Repeatedly contacting the council regarding the same query/topic with no clear benefit to the Parish or Parishioners may also be considered vexatious. The same process will be followed as for vexatious complaints.

8. Record Keeping

8.1 The clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

8.2 Full council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

Contact details:

Email: office@baldertonparishcouncil.gov.uk

Phone: 01636 703626

Post: Balderton Village Centre, Coronation Street, Balderton NG24 3BD

Flood Officers

Introduction

In the green container at Balderton Village Centre, we have sandbags⁷ (aqua-sacs) which can be supplied to Balderton residents if their homes are being affected by floodwater. These were provided by Newark and Sherwood District Council; the parish council simply distributes these in emergency situations; having the sandbags ready for use in Balderton makes sense rather than residents having to contact Newark and Sherwood District Council.

Flood officers – each year at the annual parish council meeting, 2 flood officers (councillors) are chosen to help distribute sandbags during emergencies.

How residents can get in contact to request sandbags in an emergency

1. **During office opening times** - The office is open to the public between 10am to 12pm from Monday to Friday. Should residents require sandbags during these hours, the office/groundstaff will arrange for residents to collect the bags.
2. **Outside office opening times** - Should the residents need to request sandbags outside of these times, the council has nominated councillors to perform the flood officer role.
 - a. **During the working hours of the groundstaff** - the flood officers can contact the head groundsman by phone to arrange for the resident to collect the sandbags or the flood officer can arrange to meet the resident at Balderton Village Centre to hand over sandbags.
 - b. **When groundstaff are not at work** – the flood officer will arrange to meet the residents at Balderton Village Centre to hand over sandbags.
3. **Contact details** – The parish council office phone number is 01636 703626. The flood officers mobile phone numbers are on the front page of the council's website.
4. **Information required when handing out sandbags**

If residents are in touch to request sandbags the following information should be taken and emailed the parish clerk:

- i. Details for the resident that you give them to
 - a. Name
 - b. Address
 - c. Email
 - d. Phone number
- ii. How many bags you have given them

We don't collect the sandbags (aqua-sacs), please read section 5 for instructions on use/disposal of them.

⁷ The bags don't have sand in them - they are called aqua-sacs. They are thin and have a substance in them that absorbs the water.

5. Aqua-sac information

An Aqua-sac bag is a sturdy sack containing a superabsorbent polymer (SAP). After soaking in water for 5 – 8 minutes the bag self-inflates to over 30 times its original size. After inflation, the aqua-sac can be used in the construction of flood defences in a similar way to using traditional sandbags. When deflated aqua-sacs are lighter and easier to handle than sandbags.

Inflation

In order to be effective (i.e not float away / move) aqua-sacs must be fully inflated with water before being used to construct a flood defence.

Disposal

Aqua-sacs are non-hazardous waste suitable for disposal in an approved solid waste landfill. Therefore, unused (dry) and used bags can be sent to landfill. Another possibility for disposal of limited numbers of bags is by 'greening', whereby bags are buried under a tree during planting to provide a water reservoir.

If greening is impractical, bags may be cut open to remove the SAP, which can be dug into soil to improve moisture retention.

Note: *The container doors are quite heavy and cumbersome. It is recommended that anyone with any health issues does not take on the role of flood officer. Flood officers are provided with a gate key and key for the container so the sandbags can be accessed out of hours.*

BALDERTON PARISH COUNCIL			
Financial Statement September 2023			
Wages for the period		02.09.2023 to 29.09.2023	
Net pay			10849.39
Tax			1328.00
Nat. Ins.- Employees			892.13
Nat. Ins.- Employers			1226.16
Pension- Employees			815.26
Pension- Employers			3028.74
Total			18139.68
Cash transactions have been completed as follows:			
£20000 was transferred from business account to current account			
£180000 was transferred from current account to business account			
Receipts for the period		01.09.23 to 30.09.23	
Hire of hall			1059.00
Dance studio			450.00
Bar rent			250.00
Burials & memorials			1753.00
Angling			2100.00
Football			964.69
Allotments			740.00
Precept			175779.00
Insurance claim			615.00
Grants received			0.00
Bank interest			1626.03
			185336.72
Accounts Balances summary as of 30.09.2023			
Current Account			27013.42
Business Account			231361.57
Chairman's Account			270.05
CIL Account			7551.73
32 Day Notice Account			152033.02
Skipton Account			52104.62
			470334.41
Plus uncleared payments into bank			0.00
Less unrepresented payments out			0.00
			470334.41

September Payments

Date:		19/10/2023		Balderton Parish Council									
Time:		14:59:55											
Nominal Activity - Excluding No Transactions													
Date From:		01/09/2023											
Date To:		30/09/2023											
Transaction From:		1											
Transaction To:		99999999											
N/C:		5000		Name:		Electricity				Account Balance:		6738.86	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7536	PI	05/09/2023	BRI002	1512	Electricity	T1	1388.84	1388.84		-	-		
							Totals:	1388.84					
							History Balance:	1388.84					
N/C:		5001		Name:		Gas				Account Balance:		731.15	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7534	PI	04/09/2023	EON001	1510	Gas	T5	87.21	87.21		-	-		
							Totals:	87.21					
							History Balance:	87.21					
N/C:		5002		Name:		Water				Account Balance:		1024.86	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7518	PI	10/09/2023	EVE001	1504part	Water	T0	142.68	142.68		-	-		
							Totals:	142.68					
							History Balance:	142.68					
N/C:		5005		Name:		Building maintenance				Account Balance:		3754.57	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7524	PI	08/09/2023	NEW002	1508	Repair inner door lock	T1	75.00	75.00		-	-		
7563	PI	29/09/2023	TRI001	1520	CCTV maintenance	T1	36.00	36.00		-	-		
							Totals:	111.00					
							History Balance:	111.00					
N/C:		5006		Name:		Security				Account Balance:		1518.00	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7433	PI	05/09/2023	SEC001	1497	Security	T1	363.00	363.00		-	-		
							Totals:	363.00					
							History Balance:	363.00					
N/C:		5007		Name:		Cleaning				Account Balance:		2476.49	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7558	PI	08/09/2023	WRI001	1515	Cleaning	T2	434.50	434.50		-	-		
							Totals:	434.50					
							History Balance:	434.50					
N/C:		5008		Name:		Miscellaneous building costs				Account Balance:		-93.15	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7537	PC	22/09/2023	TIM001	CN-23220	Refund of clock deposit	T1	900.00		900.00	-	-		
7568	PI	30/09/2023	WAW00	1525	Water	T1	41.55	41.55		-	-		
							Totals:	41.55		900.00			
							History Balance:			858.45			
N/C:		5107		Name:		Turf maintenance				Account Balance:		3864.40	
No	Type	Date	Accour	Ref	Details	T/C	Value	Debit	Credit	V	B		
7522	PI	12/09/2023	AGR001	1506	Moss killer	T1	169.25	169.25		-	-		
							Totals:	169.25					
							History Balance:	169.25					

N/C:	5111	Name:	New equipment	Account Balance:	352.33					
No	Type	Date	Accour Ref	Details	T/C	Value	Debit	Credit	V	B
7521	PI	16/09/2023	FAR001 1505	Square line & earplugs	T1	87.21	87.21		-	-
7523	PI	04/09/2023	SPA001 1507	Ratchet loppers	T1	19.00	19.00		-	-
Totals:							106.21			
History Balance:							106.21			
N/C:	5201	Name:	Telephone	Account Balance:	904.60					
No	Type	Date	Accour Ref	Details	T/C	Value	Debit	Credit	V	B
7511	PI	03/09/2023	BT.001 1503	Internet services	T1	193.23	193.23		-	-
7535	PI	05/09/2023	BT.001 1511	Phone services	T1	244.33	244.33		-	-
Totals:							437.56			
History Balance:							437.56			
N/C:	5204	Name:	Office Supplies	Account Balance:	520.04					
No	Type	Date	Accour Ref	Details	T/C	Value	Debit	Credit	V	B
7561	PI	29/09/2023	SEL001 1518	Stationery	T1	55.26	55.26		-	-
Totals:							55.26			
History Balance:							55.26			
N/C:	5205	Name:	Software & IT support	Account Balance:	1635.20					
No	Type	Date	Accour Ref	Details	T/C	Value	Debit	Credit	V	B
7510	PI	01/09/2023	SAG001 1502	Wages & accounts pack	T1	119.00	119.00		-	-
7578	PI	29/09/2023	DAT001 1526	IT support	T1	52.00	52.00		-	-
7579	PI	28/09/2023	DAT001 1527	Cloud backup	T1	5.00	5.00		-	-
Totals:							176.00			
History Balance:							176.00			
N/C:	5301	Name:	Churchyard & cemetery water	Account Balance:	52.42					
No	Type	Date	Accour Ref	Details	T/C	Value	Debit	Credit	V	B
7520	PI	10/09/2023	EVE001 1504part	Water	T0	7.89	7.89		-	-
Totals:							7.89			
History Balance:							7.89			
N/C:	5402	Name:	Lake security	Account Balance:	1941.50					
No	Type	Date	Accour Ref	Details	T/C	Value	Debit	Credit	V	B
7567	PI	30/09/2023	NEW006 1524	Heron Way car park	T1	300.00	300.00		-	-
Totals:							300.00			
History Balance:							300.00			
N/C:	5500	Name:	Allotments maintenance	Account Balance:	1092.88					
No	Type	Date	Accour Ref	Details	T/C	Value	Debit	Credit	V	B
7519	PI	10/09/2023	EVE001 1504part	Water	T0	16.85	16.85		-	-
7560	PI	22/09/2023	JAS001 1517	Allotment rent	T0	400.00	400.00		-	-
Totals:							416.85			
History Balance:							416.85			
N/C:	7000-7005	Name:	Wages	Account Balance:	18139.68					

Desks for Office

At present we have 2 desks similar to the ones below and a much smaller desk which one of our members of staff uses. The work space is limited so I recommend that we buy 2 desks like the ones pictured below. This will give all staff space to work and we will have an additional desk which will be useful when external suppliers come in to do work with office staff (internal auditor etc.) and councilors come in to sign off invoices/discuss issues with the staff.

4. Espo: <https://www.espo.org/smartbuy-crescent-cantilever-frame-desks.html>

Home / Smartbuy Crescent Cantilever Frame Desks



Smartbuy Crescent Cantilever Frame Desks

Office desks & storage
N765309

£197.00 ex VAT

Add to basket ☆

Qty: 1 DELIVERED DIRECT FROM OUR SUPPLIER

Style*: Crescent Left Return

Wood Effect Finish*: Oak

Desk Width*: 1600mm +£11.80

A quality range of office desks and storage

- ★ 3 different desk widths with left or right return option
- ★ Available in a range of finishes
- ★ Silver frame
- ★ 1200mm x 800mm/600mm depth x 720mm height

FULL DESCRIPTION

IMPORTANT INFORMATION

Please allow 3 - 4 weeks for delivery
Please check: size, colour, options and code as returns may incur charges

5. <https://www.furniture-work.co.uk/proteus-ii-left-hand-ergonomic-desk.html>



Call us **020 4506 2169**
Mon-Fri 8.30am-5.30pm



Office Chairs | Office Desks | Meeting Tables | Office Storage | Lockers | Reception Furniture | Office Screens | Display & Presentation | Home Office | School Furniture | Early Yec

OFFICE DESKS > THE COLLECTION > PROTEUS II



Proteus II Left Hand Ergonomic Desk

Excl. VAT: **£209.00** | Incl. VAT: **£250.80**

DESKS_DIMS: 160wx120/80dx73h (cm)

DESKS_LEG_COLOR: Silver

COLOUR: [Color swatches]

This is a required field.

DELIVERY SERVICE: Standard Delivery

6. Selbys – current office products supplier – has similar desk £346 plus VAT (no website)

Lockable internal notice board for inside the foyer

- 1. <https://www.furniture-work.co.uk/tamperproof-noticeboard-1.html>



Tamperproof Noticeboard

Excl. VAT: **£305.00** | Incl. VAT: **£366.00**

PRODUCT NO: 76647R

SIZE:

240wx120h (cm)

COLOUR: Red



DELIVERY SERVICE:

Choose an Option...

This is a required field.

PLEASE NOTE:

Estimated Delivery: 10 Working Days

- This item is flat packed
- Ground floor delivery
- Delivered FREE to UK mainland

- 2. <https://www.espo.org/metroplan-colourplus-tamperproof-noticeboard.html>

Home / Metroplan Colourplus® Tamperproof Noticeboard

Metroplan Colourplus® Tamperproof Noticeboard

Available in 6 contemporary colours

N796115

£223.00 ex VAT

Add to basket ☆

Qty: 1 DELIVERED DIRECT FROM OUR SUPPLIER

Material Colour*: Cyan

Board Size*: 2400x1200mm +£147.90

Type*: Double Door

Available in Single or double door

- ★ Made in UK
- ★ 6 colours
- ★ 2 door variations
- ★ Lockable

FULL DESCRIPTION ▾

IMPORTANT INFORMATION

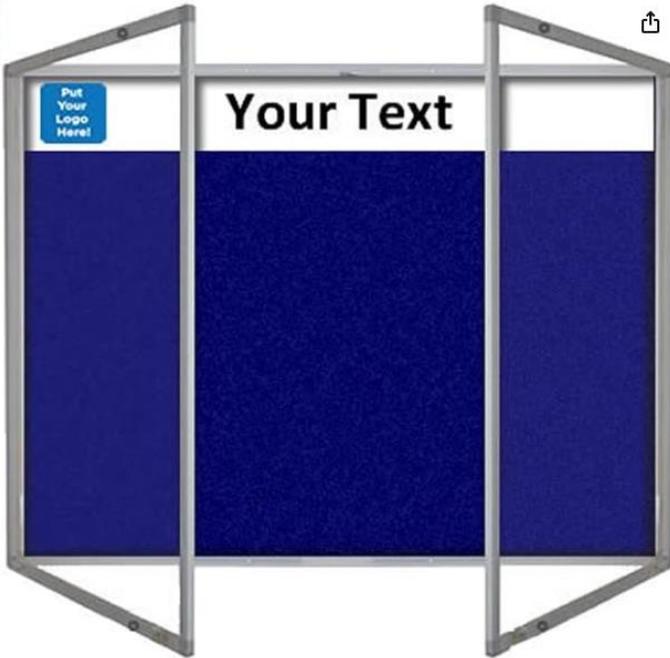
Please allow 2-3 weeks for delivery.



3. https://www.amazon.co.uk/Tamperproof-Lockable-Notice-Custom-Printed/dp/B071YFQ92M/ref=sr_1_36?crid=2LPF0Z53QM71V&keywords=lockable+notice+board+2400+x+1200&qid=1698669506&srefix=lockable+notice+board+2400+x+1200%2Caps%2C57&sr=8-36

Print Gift Cards for that personal touch [Learn more](#)

[Back to results](#)



Roll over image to zoom in

Tamperproof Lockable Notice Board with Custom Printed Header 2400mm x 1200mm Blue(WxH)

Brand: Display Boards Direct

Price: **£502.92 excl. VAT**
£603.50 incl. VAT

Our gift to you. Pay ~~£603.50~~ **£578.50** for this order. Get a **£25 Amazon Gift Card** upon approval for the Amazon Business Amex Card.

No annual fee in the first year. Get up to £100 in value with an additional £75 statement credit when you spend £1000 in 3 months. Limited time offer. Rep. APR 39.7% Variable. Amazon is a credit broker, not a lender. [Learn more](#)

Material	Vinyl
Colour	Blue
Brand	Display Boards Direct
Product dimensions	2.4L x 1.2W metres
Backing type	fabric,vinyl

[Report incorrect product information.](#)

Mobile Noticeboard for the porch

The noticeboard on the side of Balderton Village Centre is too small for all the notices that we need to display. I propose to either add minutes and agendas to the windows of the porch or a notice board which will be positioned so it can be read through the windows of the porch (options below).

1. <https://www.espo.org/mobile-felt-notice-boards.html>

Home / Mobile Felt Noticeboards



Mobile Felt Noticeboards

Various size and colour options

N871125

£145.50 ex VAT

Add to basket

Qty DELIVERED DIRECT FROM OUR SUPPLIER ⓘ

Orientation *

Material Colour *

Board Size *

Height adjustable

- ★ 2 Locking, 2 non-locking castors
- ★ 4 colour options
- ★ 6 size options

FULL DESCRIPTION

IMPORTANT INFORMATION

Please allow 2 - 3 weeks for delivery

2. https://www.amazon.co.uk/Mobile-Notice-Boards-Colours-Landscape/dp/B09VTG7W7M/ref=sr_1_16?crid=3F1WKFDJPBJZS9&keywords=mobile%2Bnotice%2Bboard&qid=1698669975&sprefix=mobile%2Bnot%2Caps%2C71&sr=8-16&th=1



Roll over image to zoom in

Mobile Notice Boards - Accent Colours - Lavender - 1500mm x 1200mm Landscape
Brand: Red17

Price: **£258.00** excl. VAT
£309.60 incl. VAT

Our gift to you. Pay ~~£309.60~~ **£284.60** for this order. Get a £25 Amazon Gift Card upon approval for the Amazon Business Amex Card.
No annual fee in the first year. Get up to £100 in value with an additional £75 statement credit when you spend £1000 in 3 months. Limited time offer. Rep. APR 39.7% Variable. Amazon is a credit broker, not a lender. [Learn more](#)

Buying multiple items? [Build a basket](#)

Size Name: 1500mm x 1200mm Landscape

Colour Name: Lavender

Colour Lavender
Brand Red17
Size 1500mm x 1200mm Landscape
Item weight 14 Kilograms
Shape Rectangular

3. Selbys – current office products supplier – has similar board £1020.13 plus VAT (no website)

We need 5 small dog bins and 3 large dog bins. This will give us one small bin and one large bin to keep in the workshop for immediate replacement of a bin should it be irreparable damaged. The remainder will be used to replace bins in the following locations:

1. Bullpit Road
2. Outside John Hunt School
3. Lowfield Lane
4. Marquis Avenue
5. Meadway
6. Top gate near playing field

Usual price: Small £165 plus VAT. Large £175 plus VAT. Discounted total price £1230 plus VAT

Option to consider: Customer vinyl logo = **£15.00per logo**

Note our staff can install bins.

The screenshot shows the Broxap website interface. At the top left is the Broxap logo with the tagline 'street furniture design · manufacture · installation'. A search bar is located to the right of the logo. Further right are icons for 'Account', 'Quote', and 'Basket'. Below the header is a navigation menu with categories: Stock, Street Furniture, Bollards, Litter Bins, Seating, Cycle Parking, Canopies & Shelters, Sport & Play, Case Studies, Corporate, and NBS Library. The breadcrumb trail reads: Home > Litter Bins > Dog Waste Bins > K-Nine Post Mounted Dog Waste Bin.

The main product image shows a red K-Nine Post Mounted Dog Waste Bin in a grassy area. The bin is rectangular with a black top and a black post. It features a white circular logo with a dog silhouette and the text 'CLEAN IT UP!'. To the right of the image, the product title is 'K-Nine Post Mounted Dog Waste Bin'. Below the title are five stars, a 'Write a review' link, and an 'Ask a question' link. The product code 'BX45G 2580-pm' is listed, followed by the price 'From: £165.00 Ex VAT'. A description states: 'The chute system also minimises odours from inside the bin escaping into the air outside.'

Below the description are three dropdown menus: 'Capacity *' set to '40 Litres', 'Fixing *' set to '-- Please Select --', and 'Colour *' with a row of color swatches (red, dark green, black, dark grey, light grey, blue, dark blue, yellow, olive green, and white). Underneath the color swatches is an 'Additional Options - POA' section with a checkbox for 'Anti-Graffiti Coating'.

From: BPC IT provider
Sent: 11 October 2023 14:09
To: Clerk - Balderton Parish Council <clerk@baldertonparishcouncil.gov.uk>
Subject: NAS Server Costs

Hello Marion,

It was a pleasure to meet you yesterday and go through everything together.

The current cost of the NAS device with 2 x 2Tb drives in is £495+vat

Please let me know if you wish to proceed with this.

Regards

REDACTED

Note: Network-attached storage (NAS) is a file-dedicated storage device that makes data continuously available for employees to collaborate effectively over a network. Any computer network has interconnected server machines and client machines that send requests to the servers.

From:
Sent: 23 October 2023 10:39
To: Clerk - Balderton Parish Council <clerk@baldertonparishcouncil.gov.uk>
Subject: Laptop

Good morning Marion,

As discussed we have a Lenovo V15 series laptop available for £465+vat, this has Windows 11 Professional and is a good spec to replace your old Fujitsu.



- 15.6 in, Full HD Display, TN, 1920 x 1080 Max. Resolution
- 16 GB RAM, 256 GB SSD
- AMD Radeon 610M Graphics
- Windows 11 Pro
- FHD TN Screen
- USB 3.1
- Black Colour
- 1 Year Warranty

From: redacted
Sent: 26 October 2023 13:33
To: Clerk - Balderton Parish Council <clerk@baldertonparishcouncil.gov.uk>
Subject: RE: 365 Upgrades

You are currently on Microsoft Exchange Plan 1 @ £36 per year per email address. We are proposing you move to Microsoft Office 365 Standard to allow you to keep your office applications up to data and secure.

To upgrade your current Exchange plan 1 would be £66.45 per copy with a refund of £20.43 per machine. Total cost per machine is £46.02

This would be up to 5/9/24 when it will be the standard yearly cost of £123.60 per machine.

Bulbs

Cllr Elson and the head groundsman have done some research. The council is asked to consider:

1. Whether to purchase bulbs to mark the 100 year anniversary of Coronation Street Park/130 year anniversary of Balderton Parish Council
2. If yes to point 1.
 - a. Should native bulbs should be chosen?
 - b. How much money to allocate?

Once the decisions have been made, staff can move this project forward.

https://www.bostonseeds.com/products/autumn-flower-bulbs/bestsellers/	
<p>Crocus Bulbs</p> <p>Order Crocus bulbs today to secure your favourite varieties for delivery and planting this autumn.</p> <p>Beautifully small blooms, sometimes breaking through the snow, the bursts of the colour of crocus bulbs are unmistakable. Either used for natural amongst the grass and lawned areas, added to borders or even popular on roundabouts, our crocus bulbs provide value for money as their joyful will appear year after year.</p> <p>Like everything we supply here at Boston Seeds, we pride ourselves on supplying professional quality - and for flower bulbs, that means BIG! Our bulbs produce bigger, better and bolder flowers. Choose from our exciting range of varieties - mixed species crocus bulbs, old favourites, garden as well as striking new lines for 2023.</p> <p>Don't hesitate to get in touch to speak to one of our experts or request a catalogue to view our full range. Ordering regularly or looking for large Click here to apply for a trade account today - we review all applications within one working day.</p> <p>Browse by</p> <ul style="list-style-type: none"> Spring Bulbs Wildflower Bulbs (Autumn Planted) New For 2023 Bulk Buy Flower Bulbs Best Sellers Allium Bulbs Anemone Bulbs Bluebell Bulbs Camassia Bulbs Chionodoxa Bulbs Crocus Bulbs Cyclamen Bulbs Daffodil Bulbs <div style="border: 1px solid #ccc; padding: 5px;"> <p>Crocus Surprise Bulb Collection</p>  <p>Containing a minimum of 5 varieties, carefully selected for their of height, colour, shape and size, our Crocus Surprise Collection fantastic value for money. Providing a carpet of multicoloured Cro early spring it's a great addition for any landscaping project or g area.</p> <ul style="list-style-type: none"> ✓ Height (cm): 8 - 15cm ✓ Bulb Size (cm): 5/8cm ✓ Blooms: February- March <p> <input checked="" type="radio"/> 100 Bulbs £16.00 <input type="radio"/> 200 Bulbs £30.00 <input type="radio"/> 500 Bulbs £55.00 <input type="radio"/> 1000 Bulbs £100.00 </p> <p style="text-align: right;">Qty: <input type="text" value="1"/> <input type="button" value="Buy now"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px;">  <p>Carlton Daffodil Bulbs</p> <p>Big and bold, Carlton is very much the traditional yellow daffodil. These sturdy, long-lasting blooms are also popular as cut flowers.</p> <ul style="list-style-type: none"> ✓ Height (cm): 40cm ✓ Bulb Size (cm): 10 / 12cm ✓ Blooms: March <p style="text-align: center; background-color: red; color: white; padding: 2px; display: inline-block;">Next Day Delivery</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> 5kg (75-90 bulbs) £11.00 <input type="radio"/> 10kg (150-180 bulbs) £19.00 <input type="radio"/> 20kg (300-360 bulbs) £35.00 <input type="radio"/> 5 x 20kg (1500-1800 bulbs) £165.00 <p style="text-align: right;">Qty: <input type="text" value="1"/> <input type="button" value="Buy now"/></p> </div>
<p>Native Tenby Daffadils x 100 £74</p> <p>Native winter aconites x 100 £28</p> <p>Native English Bluebells x 100 £42</p> <p>Total £144.00</p> <p>www.wildflowers.co.uk</p>	<p>Now those that aren't native</p> <p>200 x Scilla flower March/April</p> <p>375 x crocus flower Feb/March</p> <p>300 x Daffodils flower April/May</p> <p>Total £153.00</p> <p>These from J.Parkers all online wholesalers</p>

Regular User keys and alarm fobs for Balderton Village Centre

It is common for regular users of community building to be issued keys and facilities to arm/disarm the alarm. This will reduce staff costs for Balderton Parish Council. Keys and fobs will be issued to our contract cleaner and relief cleaner too.

At the amenities committee on October 18th, the committee unanimously voted to issue keys and alarm fobs to regular users.

A key log will be introduced so we can easily recall keys should a regular user no longer wish to hire our facilities.

Expenditure approval is brought before full council so a decision can be made as quickly as possible to get this implemented. At this stage we will order 15 keys and fobs.

Keys (porch and front door) - £210 plus VAT

Alarm Fobs - £143.75 plus VAT

Total - £353.75 plus VAT

Background

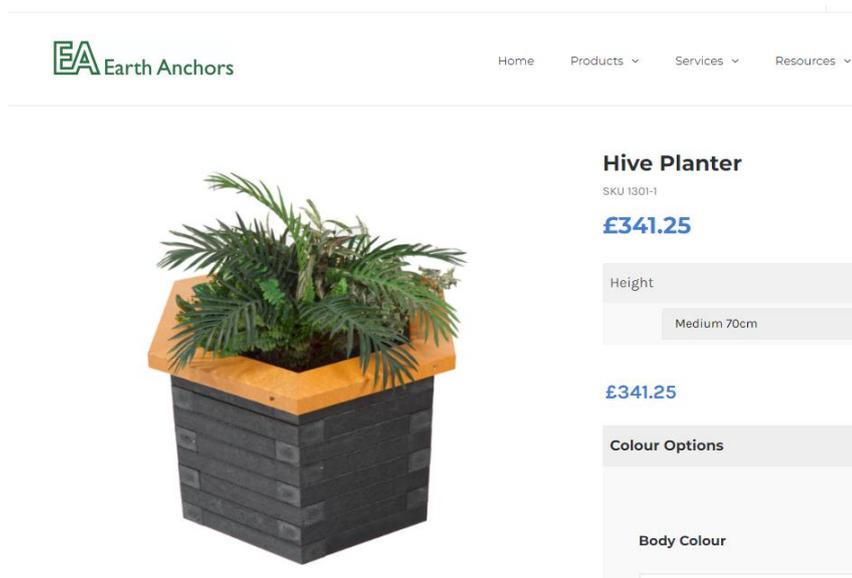
1. 26/6/23 Amenities Committee agenda item:
 8. To consider the purchase of commemorative items for the village Primary school pupils and large planter(s) for seasonal plants – total estimated cost £1000.

2. 26/6/23 Amenities Committee minute

3506 Coronation Commemorative Items

Discussion was given to purchasing Coronation commemorative items for village Primary School pupils. After some debate members considered that the offer to purchase a large flower planter for each school would be preferable. These would prove longer lasting items for both current and future attendees to enjoy, and the children can get involved learning about planting and tending the flowers.

3. Following contact from the parish council, one of the local schools has suggested a planter shown below



The school representative has said that the school would purchase 2 smaller ones and create a honeycomb planter in school to reflect the school’s take care values and bee emblem.

Decision required

The council is asked to consider how to proceed with this request.

From: REDACTED
Sent: 17 October 2023 15:54
To: Balderton Parish Council < >
Subject: John Hunt Academy

Good afternoon,

I am writing with the hope for a possible donation for the John Hunt Academy school choir again this year. Because of your donation last year, we were able to offer so many children the opportunity to be a star in their own concert! Their memories of this event will last a lifetime, for which I will always be grateful. Attached is a letter explaining why and how we would use this donation. I do hope you can help support us, making sure all children, irrespective of background can be able to access this wonderful opportunity.

I look forward to your response. Have a wonderful day.

Kind Regards

REDACTED John Hunt Academy

To whom it may concern,

This year we would like to offer the John Hunt Academy Choir the wonderful experience that is Young Voices. The Young Voices experience is not simply a children's choir concert, these are the largest children's choir concerts in the world.

Children taking part in YV have the opportunity to perform in some of the world's greatest arenas alongside incredible artists. To achieve this with all their school friends around them for support, it helps their self-belief, self-motivation, confidence, and ability to communicate as part of a team-which is invaluable! Add to this the numerous health benefits of singing in rehearsals including breathing excises to focus the mind, releasing endorphins, boosting the immune system, reducing anger and anxiety, increasing self-esteem, reducing stress and promoting bonding.

The purpose of this letter is to ask for a donation of £500 to support our choir and be able to give our children this wonderful experience. Due to costs of every-day life, rising some children may lose out and John Hunt Academy want to be able to offer the best cultural capital opportunities we can and we pride ourselves on this! I believe in passionately inspiring the next generation to find their love for music.

The £500 would go towards the bus hire cost as the cost of living has risen again and the bus alone is £700. Additionally, we have such fond and grateful memories of you supporting our school last year with choir and from years, prior buying D.A.R.E T-shirts making sure all children regardless of background could take part. Some of our choir members are disadvantaged pupils who without this donation would never be able to access this once in a lifetime experience.

BALDERTON PARISH COUNCIL

Balderton Village Centre. Coronation Street,
Balderton, Newark, Notts NG24 3BD

Tel : 01636-703626

Fax : 01636-61136email office@baldertonparishcouncil.gov.uk

APPLICATION FOR COMMUNITY GRANT

This form is to enable you to provide Balderton Parish Council with the details of your application for a community grant. There is no closing date for applications as they will be reviewed throughout the year. *Please note that Parish Councils cannot make grants to individuals.* Please send completed applications to the Clerk at the above address

GROUP OR CLUB DETAILS

Name of club or group: John Hunt Academy school choir

Name of contact person: REDACTED

Contact Address: John Hunt Academy, London Road, Balderton, Newark

Postcode: NG24 3BN E.Mail: REDACTED

Contact Tel. Number: REDACTED

BRIEF DESCRIPTION OF THE ACTIVITIES OF THE CLUB OR GROUP

Please give any details of the purpose of the group and its regular activities

The donation would be to support the John Hunt Academy Choir to perform at Sheffield Arena for the 2023 Young Voices concert, which is the largest children's choir concert in the world!

WHAT WOULD THE GRANT BE USED FOR

Please provide details of how the group proposes to use the grant and outline what benefits this will directly have on the parish and community of Balderton. Please provide a separate document if required

A separate document has been attached.

GRANT AMOUNT

Please indicate how much grant you would ideally like the Council to donate £500 and who the cheque should be payable to **John Hunt Academy**

OTHER FUNDING

Please advise which other organisations you have approached for a grant, and whether they have committed any funding to your cause, and if so, the amount

.....
.....

You may be asked to provide a copy of your accounts, budget, minutes, current bank statement etc. to support your application.

DECLARATION

We confirm that we represent the above named group and have the consent of the committee or convening body to authorise this request and the details outlined in this application.

Signatures of Committee members of the above named group or club:

Signatures: REDACTED

Date: 19.10.2023

Allotment Sub Committee

Minutes of the meeting held on Wednesday October 4th 2023 at 6.30pm

PRESENT Councillors: Fairbairn (Chairman), Buxton, Elson, Marshall and Sellars
Co-opted allotment tenant representatives: Peter Holland and Stephen White
3 allotment holders
Staff: Jim Brown (Head Groundsman), Marion Fox Goddard (Parish Clerk) and Sue Lalyk (Deputy Clerk).

APOLOGIES Mr Eyres (allotment tenant representative)

1. Declarations of Interest

Cllr Fairbairn declared a personal interest as an allotment holder and Cllr Marshall as he is on the allotment waiting list.

2. Discussion on when to turn water off and on each year

It was decided that there should not be a specific date for either of these and it should be left to the head groundsman to decide, depending on weather conditions. This process has worked in the past and it is usually off for about 5 months. An allotment representative suggested draining the system during the winter as there is an access point on the site.

- **Head Groundsman to look into this and report back to the Amenities Committee regarding costs involved and feasibility.**

3. Allotment rules/items for future consideration and revision

A copy of the rules is on the allotment noticeboard. The council will collate ideas for discussion at the next meeting.

- **Clerical Assistant - to add a notice requesting any suggestions from allotment holders on the allotment noticeboard.**
- **All – suggestions to be sent to office@baldertonparishcouncil.gov.uk by 8/12/23, – so these can be collated by the Clerical Assistant for the next ASC meeting.**

4. Discussion regarding bonfires-burnable waste/green waste

The Council has recently received a complaint from a local resident regarding bonfires. These are allowed on the allotments but care should be taken regarding the weather conditions, especially the wind direction. The Council has a large amount on their bonfire pile so it was agreed to have one large bonfire as close to bonfire night as possible. A shredder will be purchased to shred smaller branches and leaves on site in the future. An allotment which could be suitable in the future to use for waste has recently been let. It was agreed to make any other potential plot “not to let” in the allotment records so if it becomes vacant again moving the waste site can be considered.

- **Head Groundsman – To arrange bonfire and get/chase quotes (3) for shredder so that they can go on the next full council meeting for a decision (deadline for agenda 3/11/23)**
- **Head Groundsman/Clerical Assistant - to work out which allotments would be suitable for a bonfire and keep a note should they become free so the council can consider moving the bonfire site.**

Cllrs Buxton, Elson and the Clerk left the meeting at 7.00pm to attend the Full Council meeting

5. Explanation on assigning plots and plot sizes strategy

Cllr Fairbairn explained the recent changes to split vacant plots into halves and quarters to enable more residents on the waiting list to enjoy the benefits of an allotment. These will be charged at £35, £20 and £15 respectively for full, half and quarter plots. New tenants will be charged double fee (for their first year) when first taking on an allotment which is not refundable if they leave.

6. Clarification - “on probation” re. Inclusion period

The probation period as stated in the allotment holder agreement is six months. Existing allotment holders with unkempt plots will be sent letters and possibly also put on a probation period.

7. Delivered manure tip area

This is to remain in the same place as previous years.

8. Update on payments

Five tenants have not yet paid and these will be chased shortly.

➤ **Clerical Assistant – To ensure all payments made.**

9. Future agenda items

- a. An allotment representative requested that the car park space is cleared after the next bonfire to allow more space for an increase in tenants. He also requested a bike rack on the site.
- b. The head groundsman suggested that it is made clear in the agreement form that if you give up an allotment it should be left in a reasonable state to reduce staff time to clear.

➤ **Clerk – Take suggestion of a bike rack to the November Amenities committee.**

➤ **Clerical Assistant – Ensure point b is included when feedback is collated (see point 3).**

10. Additional Points raised

A request was also made to reintroduce the discount cards for Liz’s Garden Centre. As there was a low take up last year it was agreed to issue these to allotment holders that request them.

➤ **Clerical Assistant - Phone Liz’s to check if they require an actual card or if an allotment receipt (from BPC) is sufficient and issue cards as requested. Once we have feedback, let allotment holders know what the process is (notice on board)**

The meeting closed at approximately 7.30pm.

Next Meeting: To be arranged in January (daytime meeting). We will aim to hold future meetings in the day time so our Clerical Assistant, Laura can attend.

Balderton Parish Council Amenities Committee

Minutes of meeting held on Wednesday October 18th 2023 at 7pm

Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Mandie Elson (Chairman), Simon Forde, Leigh Marshall and Debbie Moore (Vice Chairman)

Staff: Marion Fox Goddard (Parish Clerk), Jim Brown (Head Groundsman)

Public: 4 residents joined the meeting

19. Declarations to record the meeting

The clerk recorded the meeting.

26. Apologies for absence

Apologies were received from Councillors Buxton, Callingham, Fairbairn, Hall, Mallard, Sellars, and White

27. Declarations of interest

Simon Forde – District Councillor

28. Public Open Forum

Four residents attended the meeting; Three to discuss item 6 and one to discuss item 7.

29. Clerk's update

The report was noted.

30. Decision regarding a request from resident to put nets on goals for personal use

Due to byelaws, permission needs to be sought from the parish council. The committee unanimously agreed to allow 2 residents to erect their nets (when practising) for a three month trial period after which a decision can be made whether to extend this. Should any other requests be received, these will need to be considered by the Amenities Committee on a case by case basis

31. Discussion regarding an artificial cricket wicket

A representative from Balderton Cricket Club explained that they had applied to WREN for a grant (still awaiting decision) for an artificial wicket as discussed with the council previously. The clerk asked for the following to be sent to the council so all councillors are aware of the proposal:

- WREN application
- Specification for the artificial wicket
- Map with proposed location.

Clerk and Balderton Cricket Club will liaise regarding this issue so necessary arrangements and agreements can be worked on and taken to full council.

32. Recommendation to Full Council on the dog waste bins replacements

Following the last meeting, quotes are being prepared to take to the next full council. We have a spare bin for Staple Lane and permission to site the bin will be sought from the relevant authority. The committee unanimously agreed to recommend to full council that the bins are replaced when needed and budgetary provision be made each year.

- 33. Consideration regarding whether to request/install signage Rowan Way/Heron Way:**
After debating the pros and cons of signage and discussion on whether signs would change parking on Heron Way, the committee unanimously agreed to suggest to council that leaving a note on windscreens to notify drivers of the car park and putting improved signage in the parish council noticeboard would be the best first step to take, with this being revisited in future should the problem persist.
- 34. Recommendation for the Jubilee Clock**
The committee unanimously agreed to recommend to Full Council that this project is shelved (due to the installer informing the council that the planned location is not suitable) and to divert grant money received to another project such as the millennium clock.
- 35. Recommendation regarding the possible replacement Millennium Clock**
The committee unanimously agreed to recommend to full council to consult with residents on this.
- 36. Consideration how to minimise attracting vermin to homes near the lake**
The committee agreed to place signs in the noticeboard (with rats on).
- 37. Date for the 2024 summer fete – proposed weekend 13/14 July 2024**
The clerk had sent an electronic poll to all councillors to gauge when most would be available. It was noted that the Sunday would be better. Clerk will take a proposal regarding whether a committee, subcommittee or working group is appropriate for this project.
- 38. Damage to trees next to the moonstone at Balderton Lake**
The committee noted the report on the vandalism.
- 39. Memorial tree for Tom Scott**
The committee unanimously agreed to plant a Silver birch tree at the Lakeside
- 40. Decision on whether to issue keys to Balderton Village Centre to regular users of the building**
The committee unanimously agreed to issue keys and alarm fobs to regular users.

At 9pm the committee unanimously agreed to extend the meeting to ensure all agenda items were considered.

- 41. Consideration of buying bulbs to commemorate the 100 year anniversary of the Coronation Street playing field and 130 year anniversary of Balderton Parish Council (both in 2024).**
It was agreed that Cllr Elson and the head groundsman will get quotes so this can be taken to Full Council for consideration.
- 42. Delegation of decisions regarding dogs being allowed in the centre to a case by case basis and Terms and Conditions for use of the hall.**
The committee agreed to delegate such decisions to the clerk and noted that she will make recommendations on the terms and conditions at a later date.
- 43. Discussion on the idea having A4 lockable frames for litter posters**
The committee agreed to improve signage in the noticeboard and on Balderton Parish Council bins around the lake (laminated signs). All councillors to send details of litter hotspots to Cllr Forde so he can see if N&SDC can get WISE officers to do patrols. Councillors noted that N&SDC are redesigning their litter posters so these may be able to be used in future. (Lockable frames were not opted for). A policy on litter could be considered in future.
- 44. Items of correspondence and information**
- a. Grove Angling Club will be doing the mapping of the lake on 30/31 October. Netting will be done on 26 February 2024.

- b. An email had been received about pond weed in the lake. The head groundsman detailed that this normally naturally disperses but confirmed that he will monitor this.
- c. Emails regarding fencing around Heron Way carpark repairs – Ground staff have started to replace this and aim to get it finished by early November (weather dependent).

45. Items for consideration on future agendas.

- a. Request for funding for specific planter from local school for commemoration of King Charles' coronation – *Clerk to look at original decision and take to Full Council for a decision.*

The meeting closed at 9.35pm.

Future parish council meetings – open to the public

Full Council Meeting: Wednesday 8th November, 7pm

Planning Committee Meeting: Thursday 26th October, 7pm

Amenities Committee Meeting: Wednesday 29th November, 7pm

DRAFT

Balderton Parish Council Planning Committee

Minutes of meeting held on Wednesday October 27th 2023 at 7pm

Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Karen Callingham, Mandie Elson, Simon Forde, Jean Hall and Debbie Moore

Staff: Marion Fox Goddard - Parish Clerk

1. Declarations to record the meeting

The clerk recorded the meeting.

2. Election of chairman of the planning committee

Members unanimously agreed to elect Councillor Forde as chairman.

3. Apologies for absence

Apologies were received from Councillors Buxton, Fairbairn, Marshall and Sellars.

4. Declarations of interest

Simon Forde and Jean Hall – District Councillors. Debbie Moore – spouse on N&SDC's planning committee.

5. Public Open Forum

No residents attended the meeting.

6. Consideration of planning applications

(The committee switched the order of consideration of the 2 applications).

- a. [23/01609/HOUSE](#) - Remove existing single storey flat roof garden room to rear elevation and replace with a proposed single storey rear extension. (3 Theresa Court Balderton)

The committee looked at the application and agreed an approval/rejection was not necessary on this occasion

- a. [23/01755/RMAM](#) - Submission of Reserved Matters (layout, scale, appearance, landscaping) for Phase 2 of 19/00854/OUTM for 309 dwellings including details to discharge Conditions 5, 12, 14 (in part), 16, 17 (in part) and 22. (Flowserve site).

The committee had a long discussion regarding this application and unanimously agreed to object to it for the following reasons:

- i. The access arrangements for the site. The committee was most concerned regarding:
- a. Highway safety during the construction period, particularly during peak times.
 - b. Highway safety at the Hawton Lane junction once built.
 - c. Lack of public transport to reduce the number of cars in the area.

- ii. Loss of footpath 11 and potential loss of connectivity to the Sustrans route that leads from Newark to Cotham and safety for path users in the area. Improved ease of use and accessibility for cyclists and pedestrians is required. See appendix 1.
- iii. Trees and Landscaping – Full consideration for retained trees' long term maturity is crucial and ensuring new landscaping allows species to grow to full maturity without affecting properties in future. More suitable planting for residential areas is essential. Balderton Parish Council referred to the comments of N&SDC' Tree and Landscape officer regarding the trees and landscaping and believe it is essential the issues raised (uploaded to planning portal 20/10/23) are addressed.
- iv. There is no detail for the play area. The parish council would like to be able to see the plan and be assured the needs of disabled children will be considered.
- v. The layout needs to be fit for purpose for services such as refuse collection vehicles and the presentation of 2 bins for collection on the same day.

7. Planning decisions made by Newark and Sherwood District Council - noted.

- a. [23/01472/HOUSE](#) Single storey rear extension - Granted Householder Application
- b. [23/00963/FULM](#) Proposed change of use to residential caravan site for gypsy/travellers - Granted Full Planning Permission Major.

8. Items of correspondence and information – noted.

- a. Town Centre Masterplan invite. Councillors Callingham and Moore had attended a meeting regarding this and gave a brief overview.

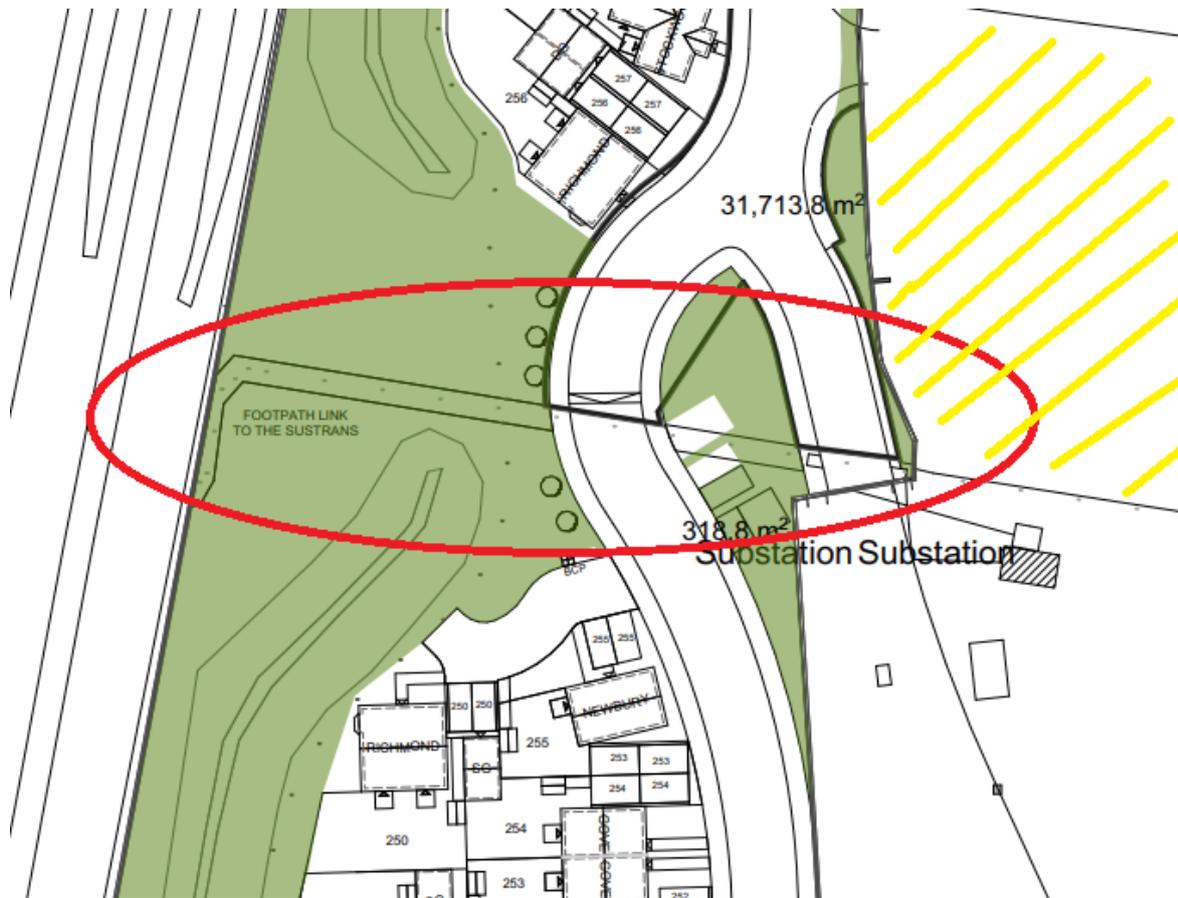
The meeting closed at 8.20pm.

Future parish council meetings – open to the public

Full Council Meeting: Wednesday 8th November, 7pm

Amenities Committee Meeting: Wednesday 29th November, 7pm

Appendix 1 – Footpath link to Sustrans



Members of the committee have concerns regarding the safety of pedestrian access using the footpath link to the Sustrans track indicated on the map above. The proximity of this footpath link to 2 roads will make using the link less amenable to pedestrians and cyclists.

Members suggested this application should consider installing a bridleway linking the Sustrans path to the disused playing field (marked with yellow stripes) on the map above. Whilst the plans for the playing field are unknown at present, the long term connectivity of it to the Sustrans route should be considered.

Amenities Agenda Item	Topic	Recommendation	
8	Dog bins	Replace these bins replaced when needed and budgetary provision be made each year.	
9	Whether to request/install signage Rowan Way/Heron Way	Leaving a note on windscreens to notify drivers of the car park and putting improved signage in the parish council noticeboard would be the best first step to take, with this being revisited in future should the problem persist.	
10	Jubilee Clock	Shelve this project (due to the installer informing the council that the planned location is not suitable) and to divert grant money received to another project such as the millennium clock.	
11	Possible replacement Millennium Clock	To consult with residents on this (due to the expense)	

From: Councillor Sam Smith <Cllr.Sam.Smith@nottsc.gov.uk>
Sent: 09 October 2023 18:04
To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>
Subject: Blue plaque on the Old Hall, Main Street, Balderton

Hello,

I wasn't aware of Sir Frank Whittle's connection to the Old Hall on Main Street but, as per the below screen shot from a resident, I wondered if a blue plaque could be fitted by the PC to commemorate it?

Best wishes,

Cllr Sam Smith

Conservative County Councillor for Newark East – Newark Town, Balderton & Beacon Hill

Chairman of Children & Families Select Committee

Nottinghamshire County Council



What about getting a blue plaque on the Old Hall in Balderton on Main street, for Sir Frank Whittle, designer of the jet engine? He stayed there whilst testing his engine at RAF Balderton. That's got to be worthy of a blue plaque surely??

1 m [Like](#) [Reply](#) [Message](#) [Hide](#)

1

From: Parliamentary Engagement <.gov.uk>
Sent: 29 September 2023 14:43
Subject: £1 million defibrillator fund is now open for applications

DHSC ANNOUNCEMENT

£1 million defibrillator fund is now open for applications

This pack contains:

- *information about applying for a new community defibrillator*
- *digital content for you to share*
- *a template press notice that you can customise and issue to local media*

Applications are now open for the Community Automated External Defibrillators (AED) fund. **From today, community organisations in your local area can apply for a grant to fund a life-saving defibrillator.** Share the news in your constituency and encourage local community organisations to apply [here](#).

Backed by £1 million of government funding, the defibrillator grant will provide at least 1,000 new defibrillators for community spaces across England. Each new defibrillator will be externally mounted to enable 24 hour access by members of the public.

Defibrillators provide vital treatment, with latest research showing that use of these devices within three to five minutes of a cardiac arrest increases the chance of survival by over 40%.

To receive funding, community organisations will be asked to demonstrate that defibrillators will be placed in areas where they are most needed, such as rural areas, places with high footfall or spaces for vulnerable people. Examples include town halls, community centres, local shops, post offices and local parks, as these spaces ensure that defibrillators are evenly spread throughout communities and easily accessible if someone is experiencing an unexpected cardiac arrest.

The funding is part of our drive to equip the health system with the right technology to help save lives.

Applications for funding will be submitted to Smarter Society and the London Hearts Charity, who have been jointly chosen to manage the grant funding as they will bring industry knowledge of defibrillators and an understanding of where they should be installed. They have designed engagement and application processes to appeal to a wide and diverse audience.

Digital content to share



Find out how a defibrillator saved Rehana's life following a cardiac arrest at the gym and share this explainer video on [X](#), [Facebook](#) and [LinkedIn](#).

On Tuesday, September 5, 2023, 2:23 pm, Notts ALC <Office@Nottsalc.org.uk> wrote:

TO ALL MEMBERS

Please see below from Bruno Peeks, Pageantmaster regarding the above:

“As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and at the site of the British Normandy Memorial, overlooking Gold Beach in Normandy, France, one of the five Beaches landed on 80 years ago on 6th June next year, in celebration and commemoration of this important occasion, as well as using the event to enable communities and individuals to pay their ‘tribute’ to those that gave so much during this campaign to help ensure the freedom we all enjoy today, with the flames from the Beacons representing the ‘light of peace’ that emerged from the dreadful darkness of war all those years ago.

*We feel sure you will agree with me when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII, so with this in mind, we would like to encourage your Town or Parish Council to take part in D-Day 80 on 6th June next year, as we would like to achieve the lighting of at least **80 Beacons** per County, within England and Wales, as part of this 80th Anniversary event, so would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.*

*Those taking part will be sent the Certificate of Grateful Recognition found on page **46** of the Guide, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated. The Guide, message from the Prime Minister encouraging local communities to take part in lighting Beacons and the logo for your use, are available to download from the D-Day 80 website - www.d-day80beacons.co.uk.*

*From pages **24** through to **28**, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night, so we do hope that your Town and Parish Council will take part, and look forward to hearing from you in due course”.*

Thank you

Regards