



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

You are summoned to attend the next meeting of the **Full Council** to be held on **Wednesday 28th February 2024, 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 22nd February 2024

AGENDA

19. Declarations of any intentions to record the meeting
20. To receive apologies for absence
21. Declarations of interest
22. 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.**
23. To approve the minutes of the Full Council meeting held on January 24th, 2024
24. To note/receive reports from County and District Councillors including a discussion on concerns regarding repeated flooding on London Road and Main Street
25. Nottinghamshire Police's Girls and Women Empowerment network (GWEN) project – Mark Dickson – to give an overview of the project
26. To receive Parish Councillors' reports
27. To receive Clerk's report
28. Minutes from committees
 - a. To note Amenities Committee Minutes held on February 14th 2024, and the decisions made by the committee.
 - b. To consider the idea of trialling planting of hedging with a long-term plan of having hedging rather than fencing. (To include consideration of whether to have some hedging/fencing at along the Sustrans track)
 - c. To consider where to site an extra safer streets bin and three benches around the lake.
29. To consider the following planning applications (Balderton Parish Council is a consultee).
 - a. [23/02178/HOUSE](#) – 7 Sheridan Close, Balderton,
 - b. [23/02142/HOUSE](#) - 5 Wordsworth Drive, Balderton
 - c. [24/00207/FUL](#) - 23 Tennyson Road, Balderton
 - d. [24/00282/FULM](#) - Land to The Rear of Lowfield Cottages Bowbridge Lane Balderton
 - e. [24/00227/HOUSE](#) – 192 London Road, Balderton

30. Finance

- a. To approve:
 - i. Reports detailing income and expenditure for January and bank account balances
 - ii. Expenditure transactions for January 2024
- b. To authorise the clerk to procure items which will be funded by Safer Streets 5 funding – CCTV, litter picking equipment, 4 additional benches
- c. To authorise purchase of:
 - i. LED lighting and additional electrical work at Balderton Village Centre
 - ii. Shredder
 - iii. Church wall survey
 - iv. Sewerage Storage Tank and Pumping System Work
- d. To authorise a change of fuel card provider
- e. To consider investing a proportion of the council's reserves with CCLA Investment Management Limited in their Public Sector Deposit Fund.
- f. To consider opening a bank account with Unity Trust Bank and changing internal controls for bank payments including recommendations for online access for staff.
- g. To consider adding the clerk to the account management/signatories for Skipton Building Society
- h. To consider revised pricing recommendations for Balderton Village Centre.

31. To consider adopting/approving the following document/policies:

- a. Village Centre terms and conditions
- b. Memorial benches and trees policy
- c. Volunteer litter picking Risk Assessment

32. To note Newark Sustrans Rangers Village Trail UK Shared Prosperity Fund Application and to consider whether the parish council want to be involved for the installation and maintenance.

33. Items of correspondence for consideration on how to proceed

- a. Email regarding double yellow lines request for Hawton Lane, Centenary Close
- b. Emails regarding covenant on Balderton Lake and angling rights
- c. Meeting to discuss Newark Town Fund
- d. Newark and Sherwood District Council – Biodiversity Net Gain Habitat Banks – Call for Sites Expressions of Interest



Balderton Parish Council Full Council Meeting

Minutes of the meeting held on Wednesday 24th January 2024 at 7pm

Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Ronalie Bright, Jane Buxton (Chair), Karen Callingham, Martyn Cox, Simon Forde, Jean Hall (Vice Chair), Mac Mallard, Leigh Marshall, Debbie Moore (arrived during item 7), Joy Sellars, Dean Scott

County/District Councillors: Keith Girling (County), John Lee (County/District)

Parish Clerk: Marion Fox Goddard

Public: five residents joined the meeting

1. Declarations to record the meeting

The clerk recorded the meeting.

2. Apologies for absence

Parish Councillors: Mandie Elson, Roy Fairbairn, Ronnie White
District/County Councillors: Emma Oldham, Sam Smith

3. Declarations of interest

Simon Forde and Jean Hall – District Councillors.

4. Public forum

Residents raised concerns regarding an application to Newark and Sherwood District Council (N&SDC) for an alcohol licence for Balderton Post Office. Issues raised included: exacerbation of parking issues, antisocial behaviour, road safety. (see item 14)

5. Approval of the minutes of the Full Parish Council meeting December 13th, 2023

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

Cllr Buxton brought forward item 14 to before item 6.

14. Premises Licence – Balderton Post Office – Consultation from licensing authority

Cllr Hall declared that as she sits on the licensing committee at N&SDC she would not take any part in the discussion or vote. The following concerns were raised: size of shop and accessibility, parking, traffic issues, potential for crime, antisocial behaviour, no need for another alcohol seller as there are other retail outlets for alcohol close by. The following pros were given: May make post office provision more sustainable/viable.

Vote: Support: 1, Object: 8, Abstain: 1.

The response to the licensing authority will include the vote numbers, pros/cons, and a note that five residents came to the meeting to raise concerns about the application.

6. Reports from County and District councillors/Discussion regarding flooding on London Road

District/County Councillor Lee – Via are looking into the cause of flooding on Lowfield Lane and Main Street. It has been agreed with Via and Urban and Civic that there will be access from Staple Lane to the new nature reserve which will replace the Bantycok site. Discussions are underway about how this will be managed going forward (between British Gypsum and N&SDC), but it was indicated they will be on site for another 2 years and may manage the nature reserve for 10-14 years.

County Councillor Girling – Had attended meetings with Urban and Civic to try to help improve communications to residents and to address issues raised by their construction, in particular the Southern Relief Road. These meetings will be held regularly to build the relationship between Urban and Civic and local stakeholders to try to solve issues should they arise. Nottinghamshire County Council has introduced a new bus service for £4.20 per day traveller ticket.

Councillor Buxton requested regular updates on flooding from County Councillors.

District Councillor Hall – Has attended meetings with Urban and Civic, British Gypsum and has been helping residents who were flooded/without power.

Cllrs Forde and Lee left during item 6. Cllrs Girling and public forum attendees left after item 6.

7. Parish Councillor Reports

Councillor Scott – had attended NALC¹ new councillor training.

Councillor Callingham – had attended NALC new councillor training, the Macmillan Coffee morning, Police Commissioner meeting and the St Giles Carols. Continues to do regular litter picking and reports fly tipping.

Cllr Bracegirdle – had reported that fishing peg nineteen needs attention.

Cllr Mallard – raised concern regarding parking near the corner of Meadow Way. He will raise this with NCC.

Cllr Buxton – had attended the Macmillan Coffee morning, St Giles Carols, Police Commissioner meeting, a Safer Streets meeting, Plough Sunday and two Urban and Civic meetings.

Cllr Hall – has been trying to deal with issues with the health centre, a meeting is being arranged. Has been in discussion with St Gobain. Has reported an overflowing dog bin on Catkin Way. (*Clerk to arrange key for Cllr Hall*).

Cllr Sellars – had attended Police Commissioner meeting and Plough Sunday.

Cllr Marshall – had attended the Macmillan Coffee morning and carol singing at Warwick Court, met with the Community Wellbeing mentor and shared information with residents/councillors.

8. Clerk's report

Safer Streets 5	A lawful development certificate application has been sent to Newark and Sherwood District Council (planning) for a youth pod on the playing field (See Item 9b). I have met with officers from N&SDC regarding where lighting and CCTV will be located at Heron Way. We will need to apply for planning permission once the plans have been drawn up from the contractor that N&SDC are consulting with.
Dog bins	Replacement dog bins have been installed at the following locations: Marquis Avenue, Bullpit Road, Mead Way x2, Warwick Road/Macaulay Drive London Road (John Hunt School). The new bin for Staple Lane shall be installed this month. There has been a slight delay as the originally intended site was found to be unsuitable.
Amenities Committee	The Amenities Committee Clerk's report contains update on work at the council's sites – see item 12a.

¹ NALC – Nottinghamshire Association of Local Councils

Administration/Management	<p>BT – internet and phone transfer is underway. We are still awaiting new handsets and the mobile phones.</p> <p>New server in place and working well.</p> <p>Councillor induction pack has been delivered to most members at a session on 10/1/24. The remainder will be handed out at full council. New councillor training has been booked for Cllrs Callingham, Moore, and Scott. Councillors are encouraged to select courses from the Civility and Respect Program.</p> <p>We have sent a letter of engagement to the Internal Auditor and are awaiting a date for them to do an interim audit.</p>
Facebook page and website	The new Balderton Parish Council Facebook seem to be well received and the new website was launched on 18/12/23.
Bank Account Review and Internal Controls	Report deferred to February full council meeting.
Making Your Money Stretch Course	Inspire Adult Learning will deliver a Making your Money Stretch course over three morning sessions in February.

9. Finance

- a. The council unanimously approved the following reports:
 - i. Income/expenditure for December bank balances.
 - ii. Expenditure transactions for December.
- b. The council unanimously agreed for a youth pod to be purchased for the Safer Streets 5 project (funding from a grant rather than precept).
- c. The council unanimously agreed to purchase:

Item	£ (excluding VAT)
Worknest Human Resources subscription	1830
Three table racks	1320
Tree assessment	1390
Plumbing work required following Legionella Risk Assessment	900
Printer	2395
Materials required to build storage bays at the allotments	1850
Air conditioning replacement for the main hall	6327

- d. Budget report 2024/2025 and precept request
The council unanimously agreed to accept the proposed budget and request a precept of £365,620.
- e. East Midlands Councils subscription – the council unanimously agreed to cancel this.
- f. Water at Work Contract and refreshments – the council agreed to consult regarding this; this will be organised by the Personnel and Policy Committee.

10. Committee Membership

- a. **Additional members of the Personnel and Policy Committee**
Councillors Moore and Sellars were unanimously elected on to this committee.
- b. **Additional members of the Planning Committee**
Councillor Scott was unanimously elected on to this committee.
- c. **Village Hall Sub Committee members**
Councillor Mallard will continue to serve on this sub-committee.

11. Adoption of policies/documents

The council unanimously agreed to adopt the following policies:

- a. Strategy and action plan
- b. Grievance Policy²
- c. Disciplinary Policy
- d. Sickness Absence Policy
- e. Appraisal forms

² Clerk and Councillor Buxton to ensure this reflects the Civility at Work Policy.

12. Minutes from committees/subcommittees

- a. Amenities Committee Minutes held on January 10th, 2024 – noted.
- b. Personnel and Policy Minutes held on January 12th, 2024 – noted.
- c. Planning Committee Minutes held on January 15th, 2024– noted.
- d. The council unanimously agreed to the Amenities Committee's recommendations for Balderton Village Centre:
 - i. Review hire rates and terms and conditions
 - ii. Upgrade to LED lighting this financial year if possible.
 - iii. Upgrade CCTV in 2024/25
 - iv. Invest in a sound system and mounted projector and screen in 2024/25
 - v. Security cover to be based on type of booking rather than booked for every large booking and bouncy castles be allowed in the hall.
- e. The council unanimously agreed to postpone the fete until a future year.

13. Flood Assistance Offer

The council unanimously agreed to extend office opening hours during flood warning periods. Notifications to be added to the council's website and Facebook page when flooding is forecast.

15. Consideration of planning applications

- a. [23/02210/S73M](#) – Land South of Newark Bowbridge Lane Balderton, Variation of planning condition – no comments.
- b. [23/01913/FUL](#) - Land at The Scrapyard Bowbridge Lane Balderton - Battery Energy Storage System -Revised Ecological Impact Assessment - noted.
- c. [23/02042/HOUSE](#) - 36 Bullpit Road, Balderton - Replace existing pitched garage roof and add render – no comments.

16. Correspondence

- a. Email from Newark Town Council regarding a meeting regarding cemetery provision – Cllrs Buxton, Mallard and the clerk will attend.
- b. Email from N&SDC regarding a review of polling districts and polling places – no comments.
- c. Offer from N&SDC to arrange a bike marking session in the Balderton Village Centre carpark – welcomed by the council.
- d. Email from Protect Newark's Green Spaces – clerk to acknowledge the email and direct to comments on the planning portal.
- e. Environment Agency NCEA monitoring network offer to monitor Balderton Lake – unanimously accepted.

EXEMPT ITEMS

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.

The Council unanimously agreed to close the meeting to the press and public.

17. Potential handover of common land

The council agreed to defer making any decision before conducting a site visit and investigating access to the site.

18. Personnel considerations

- a. Staffing Structure – The council unanimously agreed to the proposed staffing structure.

The clerk left the meeting before item 18b was discussed.

- b. Clerk's 13-week review – the council unanimously agreed with the recommendations of the personnel committee.

Meeting closed at 10pm

If you have any questions before the meeting, please let me have them beforehand

****1. Enhancement of Bus Services in Nottinghamshire**

The Nottinghamshire County Council's response to the withdrawal of the original bus service provider showcases its commitment to maintaining and enhancing public transportation. The council's intervention, particularly through the partial funding of the Vector service, ensured that residents continued to have access to essential transport services. This expansion, extending beyond Fernwood, reflects a comprehensive approach to addressing transportation needs across the county.

The council's role encompassed negotiations with new service providers, financial management, and route planning. Moreover, public consultation was prioritized, allowing residents to contribute to the decision-making process. This expansion not only improved accessibility to services and opportunities but also demonstrated the council's dedication to sustainable and community-focused transportation solutions.

****2. Future of Highways and Development Plans in Fernwood and Middlebeck**

Nottinghamshire County Council's planned meeting to discuss highways and development in Fernwood and Middlebeck represents a significant step towards transparent and inclusive community planning. Set for August, this event aims to inform residents about the ten-year plan for local development and infrastructure improvements. The council's consideration of both a physical venue and a live stream option for the meeting underscores its commitment to accessibility and broad community participation.

This session is critical for understanding the council's strategy for infrastructure development, traffic management, and the impact of new housing or commercial projects. It will address key issues such as traffic congestion and road safety while offering a platform for public input. The meeting symbolizes the council's approach to balancing growth with community needs and preferences, ensuring informed and collaborative planning for the future of Fernwood and Middlebeck.

****3. Financial Challenges**

Faced with a budget gap of around £60 million over the next three years, Nottinghamshire County Council's approach to financial management highlights its strategic and responsible governance. The financial strain, attributed to rising inflation and increased demand for social care services, is being addressed through efficiency improvements and the adoption of new technologies. This approach prioritizes maintaining essential services while seeking innovative ways to optimize service delivery.

The council's financial strategy is multifaceted, focusing on sustainable solutions rather than short-term fixes. This includes exploring new revenue streams, re-evaluating existing expenditures, and investing in technologies that can bring long-term savings and efficiencies. By doing so, the council ensures that residents continue to receive high-quality services without compromising on critical areas such as healthcare, education, and public safety.

****4. Community Meeting on Highways and Developments**

The community meeting focused on highways and future development plans in Fernwood is a vital initiative by Nottinghamshire County Council. Aimed at providing a roadmap for infrastructure development over the next decade, this meeting will address traffic congestion, road safety, and public transport options. The inclusion of residents' voices through this platform demonstrates the council's commitment to participatory governance.

The potential for live streaming the event further exemplifies the council's dedication to inclusivity, ensuring that all interested parties, regardless of their ability to attend in person, can participate and stay informed. This approach is indicative of the council's recognition of the importance of community engagement in shaping public policies and development projects that have a direct impact on residents' daily lives.

****5. Electric Vehicle Charging Strategy**

In response to the increasing adoption of electric vehicles (EVs), Nottinghamshire County Council's initiative to develop an EV charging strategy is a forward-thinking move. This strategy aims to support the transition to EVs by focusing on the placement of charging stations, their accessibility, and the environmental impact of their installation. It is a clear indication of the council's commitment to environmental sustainability and its foresight in planning for future mobility needs.

Public input in this strategy is crucial, ensuring that it aligns with the preferences and requirements of residents, particularly those who currently own or plan to own EVs. The council's approach in developing this strategy highlights its responsiveness to evolving trends and its role in facilitating a smooth transition to greener transportation options. This initiative not only addresses the immediate need for charging infrastructure but also contributes to the broader goal of reducing carbon emissions and promoting sustainable transport solutions.

****6. Recycling Efforts**

The Council's emphasis on recycling is integral to its environmental sustainability goals. The introduction of the Recycling Checker tool is an innovative step towards encouraging effective recycling practices among residents. By providing detailed information on recyclable materials, the tool simplifies and demystifies the recycling process. This initiative is part of a broader strategy aimed at reducing landfill waste and promoting a circular economy where materials are reused and recycled.

The Council's recycling efforts go beyond just providing information. They involve enhancing the infrastructure for waste collection and processing, engaging with communities through educational programs, and collaborating with local businesses to support sustainable practices. These efforts contribute significantly to reducing the community's carbon footprint and align with global environmental goals.

Furthermore, the Council's proactive approach in regularly updating and improving the Recycling Checker tool ensures that it remains a relevant and useful resource for residents. This reflects the Council's commitment to not just initiating environmental projects but also maintaining and evolving them to meet changing needs and challenges.

****7. Major Broadband Upgrade**

The major broadband upgrade in Nottinghamshire, as part of the government's Project Gigabit, is a transformative initiative for digital connectivity in the region. With an investment of £58 million to deliver high-speed internet to rural areas, the project aims to bridge the digital divide, ensuring equitable access to digital resources for all residents.

The upgrade will enable high-speed internet connections for approximately 34,000 rural premises. This is not just about faster internet; it's a fundamental shift towards enhancing various aspects of community life, including remote working, education, local business support, and overall quality of life. The project's focus on rural areas is particularly noteworthy, as it addresses long-standing challenges in digital accessibility faced by these communities.

The Council's role in facilitating and supporting this upgrade demonstrates its understanding of the importance of digital inclusivity in today's world. By improving internet connectivity, the Council is not only enhancing the current living standards of residents but also laying the groundwork for future economic development and innovation in the region.

****8. Children's Mental Health Week Events**

Children's Mental Health Week events in Nottinghamshire highlight the Council's commitment to the wellbeing of young people. These events provided platforms for discussions about mental health, resilience, and wellbeing, which are essential in today's fast-paced and often stressful world. The inclusion of creative workshops, talent showcases, and informational resources made these events holistic and engaging.

The Council's focus on mental health awareness from a young age is commendable. By providing supportive environments and resources for discussions on mental health, the Council plays a crucial role in fostering a community that values and prioritizes mental wellbeing. These events not only educate young people about mental health but also empower them to seek help and support when needed.

Moreover, the Council's initiative in organizing such events reflects its understanding of the broader societal challenges and its role in addressing them. Mental health awareness is integral to building resilient communities, and the Council's efforts in this area demonstrate its commitment to the holistic development of its younger residents.

****9. A614 Improvement Scheme**

The A614 improvement scheme, involving the enhancement of five junctions along the A614/A6097 corridor, is a significant infrastructure project by Nottinghamshire County Council. Confirmed by the Compulsory Purchase Order and Side Road Orders, this scheme is part of the council's strategy to improve traffic flow, reduce congestion, and enhance road safety.

This project has wider implications beyond just road improvements. It supports economic growth by improving access to training, jobs, and business opportunities. The involvement of local landowners and the community in the planning process ensures that the project aligns with the needs and expectations of those most affected by these changes.

The Council's approach to the A614 improvement scheme is a prime example of its strategic planning and community engagement. By addressing current traffic issues and anticipating future needs, the Council is ensuring that the infrastructure development aligns with long-term growth and sustainability goals.

****10. Yellow Line Enforcement in Balderton**

The implementation of double yellow lines at the corner of Hawton Lane in Centenary Close, Balderton, is a response to safety concerns raised by residents. Nottinghamshire County Council's move to conduct a public consultation on this matter exemplifies its commitment to addressing community safety concerns.

The Council's support for this initiative, as reflected in the proposal review and recommendation process, is indicative of its proactive approach to road safety. The consultation process is crucial, as it allows for community input, ensuring that any measures implemented are in line with the residents' needs and expectations.

This initiative not only addresses immediate safety concerns but also demonstrates the Council's broader commitment to ensuring safe and accessible roads for all. The active engagement of the council representative in this process further highlights the importance of collaborative efforts in community safety initiatives.

****11. Flood Mitigation Report**

The flood mitigation efforts in Nottinghamshire, as detailed in the recent updates, involve collaborations with various stakeholders, including David Wilson Homes, Barrett Homes, and Severn Trent Water. The agreement to connect a drain to an outlet and redirect water from the community's ditch to a nearby balancing pond is a significant measure in reducing flood risks. This initiative, set to commence once legal agreements are in place, demonstrates the Council's proactive approach to addressing environmental challenges through strategic collaborations.

Furthermore, the planned checks on ditches and culverts along the A1 and at Welcome Break Newark Services Balderton are crucial for ensuring the proper functioning of water management systems. These checks are part of a broader strategy to mitigate flood risks, particularly in areas prone to waterlogging and flooding.

Severn Trent Water's acknowledgment of the impact of new developments on surface water drainage and the emphasis on Sustainable Drainage Systems (SuDS) highlight the importance of innovative and environmentally responsible approaches to urban planning. SuDS play a crucial role in managing surface water movement and drainage, especially in new developments like Middlebeck.

The Council's involvement in flood risk assessment projects and its follow-up on matters raised by residents show its dedication to community safety and environmental stewardship. By actively engaging with various stakeholders and keeping the community informed of developments, the Council ensures a coordinated and comprehensive approach to flood mitigation.

The Council's commitment to addressing flooding concerns is further evidenced by its collaboration with the District Council and Environment Agency to improve the situation around the river Devon and Car Dyke. This includes the work undertaken by Urban and Civic, the master developer, in deepening flood attenuation ponds and related works.

Overall, these initiatives demonstrate the Council's holistic approach to environmental management, prioritizing the safety and wellbeing of its residents while also taking into account the ecological impact of its actions. The Council's efforts in flood mitigation not only address current issues but also contribute to the resilience and sustainability of the community in the face of environmental challenges.

Thank you for reading my in-depth report

Highways Report Supplement for Balderton and Fernwood Parish Council

Date: February 2024

To the Members of the Balderton and Fernwood Parish Council,

Please find herein a supplementary report detailing recent and forthcoming activities within the Balderton and Fernwood jurisdictions:

****Completed Works:****

- ****Potholes:**** A total of 164 potholes have been repaired across the ward, enhancing the safety and navigability of our roads.
- ****Streetlights:**** We have successfully repaired 12 streetlights, contributing to the security and visibility within our community areas.
- ****Gullies:**** A significant endeavour has seen 414 gullies cleansed, drastically improving drainage and reducing the risk of flooding.

****Tree Maintenance:****

- ****Epicormic Growth:**** Interventions on Stafford Avenue and Orchard Way are underway, targeting the management of epicormic growth on trees. These works are scheduled for completion in early September 2023.

****Upcoming Utility Works:****

- Planned installations and maintenance by Cityfibre Metro Networks Ltd and Last Mile Electricity Limited will see the introduction of new cabling and high voltage lines. BT will also be renewing inspection covers on Manners Road.

****Cyclic Maintenance Initiatives:****

- The ward is poised for upcoming grass cutting and weed spraying to commence in April and May 2024, ensuring our green spaces remain well-maintained and aesthetically pleasing.

****Road Safety and Community Initiatives:****

- We are preparing for future cycle training and road safety education events, aiming to bolster the safety and confidence of our residents on the roads.

This supplementary report complements the initial highways report and offers a detailed outlook on the continuous efforts to improve and maintain the quality of our local infrastructure and environment.

We remain committed to delivering high standards of service and infrastructure resilience for the community of Balderton and Fernwood.

Amenities Committee	The Amenities Committee Clerk's report contains update on work at the council's sites – see item 28a.
Administration/Management	<p>BT – We are still awaiting new handsets and the mobile phones. These are due on March 7th.</p> <p>We have collated which councillors will do the Civility and Respect training and are due to order this.</p> <p>The Internal Auditor is booked for an interim audit next month.</p> <p>The precept request has been sent to N&SDC.</p>
Making Your Money Stretch Course	This was cancelled as no-one booked.
Balderton Post Office Licensing Application	<p>Feedback was sent to N&SDC. Their response was:</p> <p>I am unable to accept your representation. For Licensing Act applications we have to strictly adhere to the Licensing Act and its objectives. There are certain things that can and can't be considered when a representation has been submitted.</p> <p>I will go through your representation looking at each point in turn so you are aware for the future.</p> <p>The prevention of public nuisance Location, character and condition of a premises is not a relevant reason for objection. We also can't consider the 'need' for more premises and the point you make about illegal parking is also not relevant under the Licensing Act. The last paragraph in this section you mention noise nuisance, the application is not asking for any form of regulated entertainment so this is also not relevant.</p> <p>Public Safety Parking and traffic is not a consideration under the Licensing Act, this comes under planning legislation.</p> <p>The prevention of crime and disorder The articles you have referenced do not show that the premises has caused anti-social behaviour in the past. The articles are examples of the premises being victims of crime. The idea of this licensing objective is to stop premises causing crime and disorder.</p> <p>The protection of children from harm As I have said previously, parking and traffic is not a consideration under the Licensing Act.</p> <p>If you require further information as to what is and what isn't a valid representation then the 'Revised Guidance issued under section 182 of the Licensing Act 2003' is a good document to start with.</p>
Procurement since the last meeting	New printer in place and being tested. Table racks are in place (reduced price found following meeting so these were £1120 rather than £1320). Tree assessment has been commenced – awaiting report. Legionella plumbing work has been completed. The air conditioning in the main hall has been replaced. Allotment storage bay materials are on order.

Balderton Parish Council Amenities Committee

Minutes of meeting held on Wednesday 14th February 2024 at 7pm

Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Jane Buxton, Karen Callingham, Simon Forde, Leigh Marshall (arrived during item 20), Debbie Moore (Vice-chair) and Joy Sellars

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

Public: 2 Balderton residents

14. Declarations to record the meeting

The clerk recorded the meeting.

15. Apologies for absence

Apologies were received from Councillors Elson, Fairbairn, and Hall.

16. Declarations of interest

Simon Forde – District Councillor.

17. Public Open Forum

The chairman of Grove Angling Club spoke about the history of the barriers (item 24) and let the committee know the club supports the removal of them. He also let the committee know that netting will be carried out on February 26th to assess the fish stock.

Another resident suggested separating part of the lake giving the option of a shorter walk for walkers not able to walk the full distance of the lake.

18. Minutes of the Amenities Committee held on January 10th, 2024

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

19. Clerk's update³

The following report was noted.

Item	Update
1 New dog bin Staple Lane	The new dog bin on Staple Lane has been installed. <i>Dog bin requests have been received following the council's social media update on them. To be added to March Amenities agenda for discussion.</i>
2 Millennium Clock	No update at this stage.
3 Fencing around Heron Way carpark	Work to replace this had been delayed due to rainfall and the holes being full of water. <i>Following recent rainfall, the water level has increased again. The head groundsman explained they will replace the fence from the left-hand side (near the dyke) and move around to where the temporary fencing is as the conditions improve. The suggestion of planting hedging where we have wooden fencing (across parish owned sites) was made to make a longer-term solution to fencing –indicative quotes will be sought for some areas during 2024/25 so the council can consider trialling this and this will be considered when budgeting for 2025/6 (and future years). Adding hedging to the edge of the Sustrans track was also suggested.</i>
4 Lake	The Environment Agency are due to start a monitoring programme with annual visits to monitor macrophytes and phytoplankton etc. and monthly visits for water samples. Draft lease is still being worked on for the angling club.
5 Allotments	Offers for 6 allotments have been made – Two new allotment holders have completed their paperwork and have been issued keys and we are awaiting completion and hand over of keys for the other four. Bonds will be earmarked in the council's accounts and held in the main bank account. We aim to have the remaining 5 allotments let by the end of this month. HI-AB waste removal <i>began</i> on 8/2/24. Waste storage bays are going to be built in February.
6 Safer Streets	Our grounds team have installed: <ul style="list-style-type: none"> 5 new bins at Balderton Lake (replacing the open metal mesh bins)

³ Note: *Italics indicate where report has been updated (verbal during meeting) since agenda pack issued.*

	Item	Update
		<ul style="list-style-type: none"> 4 new benches in the play area of Coronation Street Park <p>At the time of writing this report, they are installing 2 replacement bins at the need the MUGAs on Coronation Street playing field and a new bin near the boot cleaner.</p> <p><i>The Lawful Development Certificate Application has been approved by planning at N&SDC and we have the youth pod on order. An upgrade of the CCTV at Balderton Village Centre is possible this financial year as the youth pod can be delivered.</i></p> <p>Lockable lifebuoys (3) and lifelines (3) for around Balderton Lake are on order and should be delivered and installed in March. We are liaising with the Fire Authority to ensure the details are registered with their control rooms.</p> <p>We have been able to buy litter picking equipment with the safer streets funding too <i>and 4 additional benches; one will replace a bench at the lake that was beyond repair. We need to decide where the remainder will be sited – clerk to add to full council agenda.</i> I am working closely with officers at N&SDC/Nottinghamshire Police to ensure this project is delivered effectively within the timescales set down by the funding provider.</p>
7	Bin at Cemetery	The bin at the cemetery has been moved and a key to the Belvoir Road gate provided to N&SDC's refuse team. Once the tree next to Ghent House has been pruned we will consider moving it back to its original location.
8	Church Wall	We have been advised by the diocese of an architect we need to liaise with. I have emailed him and am awaiting a response.
9	Memorial safety testing	I am working with the head groundsman to formalise the process for this. We will ensure that the website is up to date and communications are in place to ensure cemetery church yard users are aware before this is done.
10	Village Centre	<p>Quotes for LED lights and required electrical work will be taken to the next full council for consideration. It has been established that the licence does not disallow bouncy castles and door security is not stipulated. Air conditioning units in the main hall have been replaced. The plumbing work recommended by the Legionella Risk Assessment has been completed and the water fountain replaced with a water bottle filler (changing room end).</p> <p>One of the pumps in the packaged underground sewerage pump system has failed and we are obtaining a quote to replace this. Cllr Fairbairn has suggested a service contract may be advisable so I will look into this. Table racks are due for delivery 9/2/24. The methodist church have taken the old black chairs that were not being used. The grounds team are rearranging the store cupboards to make the table/chair store easily accessible/safe for users to help themselves to tables and chairs.</p> <p>I have arranged for a PRS licence for Balderton Village Centre. This will not be backdated.</p>
11	Public Space Protection Orders	<p>Following feedback has been given to N&SDC since last meeting:</p> <ol style="list-style-type: none"> Check if Balderton Cemetery and St Giles Churchyard (maintained by Balderton Parish Council) have dogs on leads orders and if not request orders for these. Request an order for the play area at Stafford Avenue. Request an order for the small play area at Clipsham Close. <p>N&SDC have asked if the council wishes to keep the three dispersal orders in place (due to end in June for Coronation Park, Balderton Lakes and Lakeside Shopping). I have confirmed this would be preferable.</p>
12	Littering	<p>Following Cllr Forde contacting N&SDC officers regarding tackling littering in Balderton a meeting has been held with them to discuss this issue. Hotspots were shared so their new contractor, District, can focus on these areas. Regarding the council's request for weekly street cleaning in the conservation area, this can be requested as needed through the district council website. N&SDC are piloting a programme of school visits to promote anti-littering so there may be scope to visit other schools dependent on the outcomes of the pilot. We discussed the safer streets 5 water safety day due to be held in July and the possibility of a school visit on anti-littering as part of this will be investigated. N&SDC officers also suggested that Balderton Parish Council could consider local approaches which may build on the sense of pride in the community as a means to changing behaviour. A suggestion was also made to investigate the current arrangements for verge cutting in the parish to see if alternative arrangements may be beneficial.</p> <p><i>Our contact at Lincolnshire Coop has said that they will hold a community litter pick with Balderton Parish Council.</i></p>

20. Minutes from the Allotment Subcommittee held on February 6th and consideration of the recommendations.

The minutes were noted. Regarding the community plot, it was agreed to clear the shed and heaps there but the decision on whether to let the space to individuals was deferred as the potential for a community plot had been suggested at a health meeting that Cllrs Buxton and Mallard had attended. *Cllr Buxton to seek more details when they next meet (1/3/24) and feedback to the committee/clerk so we can work out how to proceed.*

21. Memorial benches

The Amenities Committee unanimously agreed to the proposal. The clerk will draft a policy for approval by Full Council.

22. Coronation street playing field

- a. Updates received regarding the drainage on the playing field
There was discussion on the history of the drainage from the field with the suggestion of there being no drainage away from the field being questionable based on local knowledge

The committee agreed to recommend to Full Council that we should hire the Vertidrain. The head groundsman suggested it would be best to do this later in the year as the ground is currently too waterlogged to bring on heavy machinery.

It was agreed that indicative quotes should be sought from a drainage engineer to find a longer-term solution including the researching of possible grant funding.

- b. Proposal for protecting windows of the dance school and Balderton Village Centre from cricket ball damage – The committee unanimously agreed to the proposal.
- c. Request to hold Willie Hall Cup matches on the playing field - The committee unanimously agreed to the proposal. The clerk will talk to the bar provider regarding bar provision. Going forward such requests will be delegated to the clerk and head groundsman.

23. Mending Lines Storage

The committee agreed in principle for space in the container to be used for some Mending Lines equipment, subject to it fitting in/being suitable. A key will need to be provided for access for the Mending Lines organiser. The head groundsman will liaise with the organiser to see if this will work and if so, arrange implementation.

24. Barriers between the pump pond and the main lake

The committee unanimously agreed that the barriers should be removed. This will be done soon after the netting which is due to take place on February 26th. A decision regarding what to do with the silt was deferred to late summer. In the meantime, this will improve water flow and stop issues with wildlife getting trapped.

25. Correspondence

- a. Email regarding horse riding around the lake – The email was noted and the need for horse riders to dismount will be added to new signage planned for the Safer Streets 5 project. A note will be prepared for the grounds team to hand to mounted horse riders should they see them around the lake.
- b. Request for a new dog bin on Bullpit road next to the crossing – this bin has been replaced as part of the council's dog bin inspections/replacement process.
- c. Thank you email from Newark Academy for fruit trees funding – noted.

The meeting closed at 8.30pm.

BALDERTON PARISH COUNCIL			
Financial Statement January 2024			
Wages for the period	06.1.2024 to 02.02.2024		
Net pay	£	10,584.11	
Tax	£	2,521.46	
Nat. Ins.- Employees	£	871.52	
Nat. Ins.- Employers	£	1,393.71	
Pension- Employees	£	932.25	
Pension- Employers	£	3,418.24	
Total	£	19,721.29	
Cash transactions have been completed as follows:			
<i>£50,113.97 was transferred from the 32 day notice account to the current account</i>			
<i>£40,113.97 was transferred from current account to business account</i>			
<i>£20,000 was transferred from the business account to the current account</i>			
Receipts for the period	01.1.2024 to 31.1.2024		
Hire of hall	£	340.00	
Dance studio	£	450.00	
Bar rent	£	200.00	
Burials & memorials	£	2,529.00	
Bank interest	£	627.31	
Utilities recharge	£	373.12	
VAT refund	£	5,273.91	
	£	9,793.34	
Accounts Balances summary as of 31.1.2024			
Current Account	£	26,946.02	
Business Account	£	41,828.66	
Chairman's Account	£	130.05	
CIL Account	£	7,757.58	
32 Day Notice Account	£	203,882.38	
Skipton Account	£	52,104.62	
	£	332,649.31	
Plus uncleared payments into bank	£	-	
Less unrepresented payments out	£	-	
	£	332,649.31	
Year to Date 01.04.2023 to 31.1.2024			
Balance as at 01.04.2023	£	256,704.23	
Receipts	£	416,160.31	
Payments	£	340,215.23	
Balance as at 31.1.24	£	332,649.31	
Plus uncleared payments into bank	£	-	
Less unrepresented payments out	£	-	
	£	332,649.31	

Date: 13/02/2024

Balderton Parish Council

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Time: 14:06:25

Nominal Activity - Excluding No TransactionsDate From: 01/01/2024
Date To: 31/01/2024N/C From: 5000
N/C To: 99999999Transaction From: 1
Transaction To: 99,999,999

N/C:		Name:		Account Balance:								
5000		Electricity						12,055.76 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8187	PI	03/01/2024	BRI002	1693	Electricity	0	T1	1,292.87	1,292.87	-	-	
									Totals:	1,292.87		
									History Balance:	1,292.87		
N/C:		Name:		Account Balance:								
5001		Gas						1,072.57 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8186	PI	02/01/2024	EON001	1692	Gas	0	T5	82.26	82.26	-	-	
									Totals:	82.26		
									History Balance:	82.26		
N/C:		Name:		Account Balance:								
5002		Water						1,581.71 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8146	PI	10/01/2024	EVE001	1678part	Water	0	T0	157.22	157.22	-	-	
									Totals:	157.22		
									History Balance:	157.22		
N/C:		Name:		Account Balance:								
5005		Building maintenance						14,390.92 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8191	PI	10/01/2024	LNK001	1697	Investigate broken heating in	0	T1	220.22	220.22	-	-	
8195	PI	16/01/2024	UKS001	1701	PAT testing	0	T1	270.97	270.97	-	-	
8203	PI	09/01/2024	JEW001	1707	Wood for bunker doors	0	T1	8.81	8.81	-	-	
8211	PI	25/01/2024	LNK001	1714	2X air conditioning systems in	0	T1	6,327.00	6,327.00	-	-	
									Totals:	6,827.00		
									History Balance:	6,827.00		
N/C:		Name:		Account Balance:								
5007		Cleaning (contractor & materials)						3,947.65 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8139	PI	07/01/2024	DYS001	1672	Dyson vacuum	0	T1	191.66	191.66	-	-	
									Totals:	191.66		
									History Balance:	191.66		
N/C:		Name:		Account Balance:								
5008		Miscellaneous building costs						399.64 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8160	PC	04/01/2024	WAW001	1689	Refund bottle deposits	0	T1	18.00		18.00	-	-
									Totals:	18.00		
									History Balance:	18.00		

Date: 13/02/2024
Time: 14:06:25

Balderton Parish Council
Nominal Activity - Excluding No Transactions

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N/C:		Name:		Account Balance:								
5100		Tractor costs				552.93 DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8207	PI	19/01/2024	FAR001	1710	Kubota tractor service	0	T1	334.47	334.47	-	-	-
Totals:									334.47			
History Balance:									334.47			
N/C:		Name:		Account Balance:								
5103		Fuel				1,968.58 DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8223	PI	25/01/2024	CHR001	1716	Diesel (card not woking)	0	T1	69.73	69.73	-	-	-
Totals:									69.73			
History Balance:									69.73			
N/C:		Name:		Account Balance:								
5111		Grounds equipment/hardware				5,748.36 DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8151	PI	03/01/2024	TAL001	1681	Batteries, steel wool & paint	0	T1	15.60	15.60	-	-	-
8159	PI	10/01/2024	ETI001	1688	Water temp thermometer kit	0	T1	155.50	155.50	-	-	-
8193	PI	12/01/2024	TAL001	1699	Batteries for torches (flood	0	T1	31.20	31.20	-	-	-
8202	PI	11/01/2024	TRA001	1706part	Level set & spade	0	T1	60.82	60.82	-	-	-
Totals:									263.12			
History Balance:									263.12			
N/C:		Name:		Account Balance:								
5112		Uniform & PPE				528.66 DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8200	PI	12/01/2024	TRA001	1705	Dleece	0	T1	37.49	37.49	-	-	-
8201	PI	11/01/2024	TRA001	1706part	Top, trousers & gloves	0	T1	53.25	53.25	-	-	-
Totals:									90.74			
History Balance:									90.74			
N/C:		Name:		Account Balance:								
5114		Playing field maintenance				781.56 DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8153	PI	11/01/2024	NEW002	1683part	Gate padlock & keys	0	T1	82.99	82.99	-	-	-
Totals:									82.99			
History Balance:									82.99			
N/C:		Name:		Account Balance:								
5200		Expenses & mileage				316.98 DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8224	PI	26/01/2024	MAR001	1717	Milk	0	T0	1.49	1.49	-	-	-
Totals:									1.49			
History Balance:									1.49			

Date: 13/02/2024
Time: 14:06:25

Balderton Parish Council
Nominal Activity - Excluding No Transactions

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N/C: 5204 **Name:** Office Supplies **Account Balance:** 1,928.94 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8157	PI	09/01/2024	AMA001	1686	20X ring binders	0	T1	28.15	28.15	-	-	-
8158	PI	08/01/2024	AMA001	1687	Key safe	0	T1	66.66	66.66	-	-	-
8184	PI	02/01/2024	A1C001	1690	Photocopy charges	0	T1	57.27	57.27	-	-	-
8194	PI	15/01/2024	ESP001	1700	Paper	0	T1	44.00	44.00	-	-	-
8197	PI	12/01/2024	AMA001	1703	10X dividers	0	T1	5.70	5.70	-	-	-
8198	PI	05/01/2024	AMA001	1704part	Wall planner	0	T1	5.49	5.49	-	-	-
8199	PC	11/01/2024	AMA001	1704part	Refund damaged wall planner	0	T1	5.49		5.49	-	-
8206	PI	22/01/2024	GOV001	1709	Land search cemetery	0	T9	6.00	6.00	-	-	-
8208	PI	24/01/2024	AMA001	1711	Whiteboard	0	T1	24.34	24.34	-	-	-
8209	PI	23/01/2024	AMA001	1712	Wall calendar	0	T1	6.42	6.42	-	-	-
8210	PI	24/01/2024	AMA001	1713	Printer paper	0	T1	17.99	17.99	-	-	-
8212	PI	25/01/2024	AMA001	1715	A4 clipboard	0	T1	1.94	1.94	-	-	-
Totals:									263.96	5.49		
History Balance:									258.47			

N/C: 5205 **Name:** Software & IT support **Account Balance:** 2,682.21 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8185	PI	01/01/2024	SAG001	1691	wages and accounts package	0	T1	126.00	126.00	-	-	-
8192	PI	11/01/2024	DAT001	1698	Security firewall	0	T1	275.00	275.00	-	-	-
8225	PI	27/01/2024	HUG001	1718	Website	0	T1	9.99	9.99	-	-	-
8227	PI	22/01/2024	DAT001	1720	IT support	0	T1	52.00	52.00	-	-	-
8228	PI	29/01/2024	DAT001	1721	Cloud backup	0	T1	5.00	5.00	-	-	-
Totals:									467.99			
History Balance:									467.99			

N/C: 5211 **Name:** Professional fees **Account Balance:** 1,580.20 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8150	PI	08/01/2024	NEW001	1680	Playground inspection	0	T1	95.00	95.00	-	-	-
Totals:									95.00			
History Balance:									95.00			

N/C: 5212 **Name:** Training Councillors **Account Balance:** 135.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8196	PI	16/01/2024	NAL001	1702	3X new councillor training	0	T2	135.00	135.00	-	-	-
Totals:									135.00			
History Balance:									135.00			

N/C: 5301 **Name:** Churchyard & cemetery water **Account Balance:** 80.84 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8148	PI	10/01/2024	EVE001	1678part	Water	0	T0	7.37	7.37	-	-	-
Totals:									7.37			
History Balance:									7.37			

N/C: 5302 **Name:** Maintenance & Closed Churchyard **Account Balance:** 208.83 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8226	PI	26/01/2024	NEW002	1719	3X keys for cemetery gates	0	T1	19.50	19.50	-	-	-
Totals:									19.50			
History Balance:									19.50			

Balderton Parish Council
Nominal Activity - Excluding No Transactions

N/C:		Name:				Account Balance:						
5500		Allotments maintenance						318.80 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8143	PI	08/01/2024	HOL001	1675	Refund key deposit	0	T0	10.00	10.00	-	-	
8154	PI	11/01/2024	NEW002	1683part	12X allotment keys	0	T1	184.50	184.50	-	-	
Totals:									194.50			
History Balance:									194.50			
N/C:		Name:				Account Balance:						
5502		Allotment water						556.56 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8147	PI	10/01/2024	EVE001	1678part	Website	0	T0	14.40	14.40	-	-	
Totals:									14.40			
History Balance:									14.40			
N/C:		Name:				Account Balance:						
5599		Sanitary services						2,166.17 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8188	PI	01/01/2024	PHS001	1694	Sanitary disposal & baby	0	T1	2,166.17	2,166.17	-	-	
Totals:									2,166.17			
History Balance:									2,166.17			
N/C:		Name:				Account Balance:						
5602		Dog waste bins						1,230.00 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8204	PI	01/01/2024	BRO001	1708	5X 40ltr + 3X 60ltr bins	0	T1	1,230.00	1,230.00	-	-	
Totals:									1,230.00			
History Balance:									1,230.00			
N/C:		Name:				Account Balance:						
6200		Safer Streets Project						11,497.71 DR				
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
8142	PI	05/01/2024	VER001	1674	Deposit re pod shelter designs	0	T2	150.00	150.00	-	-	
8144	PI	03/01/2024	GLA001	1676	6X bins & 4X seating	0	T1	8,121.36	8,121.36	-	-	
8189	PI	18/01/2024	ASP001	1695	50% deposit lifebuoys & throw	0	T1	2,753.10	2,753.10	-	-	
8190	PI	12/01/2024	VER001	1696	Fees re pod shelters	0	T2	473.25	473.25	-	-	
Totals:									11,497.71			
History Balance:									11,497.71			

All from Safer Streets 5 funding

		Excluding VAT	
1	Four Glasdon Benches – Elmwood plastic as the new benches in the play area at Coronation Street (for around the lake)	£3262.24	
2	Litter picking equipment a. 20 adult litter pickers b. 20 children's litter pickers c. 20 bag rings d. 20 children's hi viz vests	£868.40	
3	CCTV	£6484.00	Upgrades for CCTV at Balderton Village Centre – for use at the centre only. N&SDC are also purchasing cameras for the dance school – these will be monitored at their control room.

Our grounds team will install the benches so there will be installation materials. It is planned that this will also be covered by safer streets funding.

Expenditure for approval from Parish Council funds

		Excluding VAT	
1	Electrical work a. 5-year electrical testing – dance school b. Work identified in 5-year electrical test – Balderton Village Centre c. Upgrades to lights to LED at Balderton Village Centre d. Repair/possible replacement of heaters in the changing rooms	3 quotes	
2	Shredders	2 indicative quotes	It is suggested that the council sets a budget and delegates this to the clerk and head grounds man to decide on which machine is most suited to our needs. It is hoped that we can have one on trial to ensure it meets our requirements. The head grounds man has identified some equipment that is no longer used that can be traded in. Quotes have been sought from the council's regular suppliers of this type of equipment
3	Church Wall Survey/professional advice	£4145	See next page. On this item, only one quote is submitted. It is recommended that Full Council use this company as they have knowledge of the site and we have been advised that the person who has prepared the quote is the assigned church architect for St Giles Church. Although other survey quotes were sought, due to the specialist nature of this project, it is advised that we use the expertise of this company to guide us through this work.
4	Sewerage Storage Tank and Pumping System Work	1 quote	Awaiting quote from supplier that has been recommended to us. This is relatively urgent work due to the failure of one of the two pumps and the condition the system is in.

From: REDACTED
Sent: Tuesday, February 20, 2024 6:50 PM
To: Clerk - Balderton Parish Council <>
Subject: RE: St Giles Church Balderton

Marion,

Thank you for your email, I recently visited the church to undertake the Quinquennial Inspection and have seen the condition of the boundary walls. I have given some thoughts to the costs for the undertaking the works needed as follows:

Architectural Services		<i>(RIBA Stages 3-6)</i>
RIBA Stage 3	£1,725.00	Condition Survey – Undertake a condition survey of the boundary walls with a structural engineer and prepare a report with recommendations. (structural engineer costs included)
RIBA Stage 4	£1,345.00	Production Information – Prepare detailed drawings and specifications. This will provide the information needed to for Faculty permission and planning permission should it be required.
RIBA Stage 5/6	£1,075.00	Construction - Monitor the progress of work on site, issuing of Architects Instructions and Payment Certificates etc.

The above is inclusive of reasonable expenses but exclusive of VAT.

I propose to use the RIBA Concise Agreement for the Appointment of an Architect C-Con-12-A form of contract.

Payment terms are 28 days; I prefer to bill on a regular basis and propose that a schedule is agreed with you for each stage.

Following the changes to the CDM regulations in 2015, a 'Principle Designer' is required on all notifiable projects. A notifiable project is when the construction phase is planned to last more than 30 days and have more than 20 workers working at the same time, or where the work will involve more than 500 person days. This project is unlikely to require a Principle Designer, however should this change I will be able to recommend a firm to undertake these duties

Regards

REDACTED

BA DipArch RIBA AABC IHBC EASA

REDACTED

■ www.soularchitects.co.uk



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Fuel Card Provider

The council's current fuel card provider's (UK Fuels Ltd) cards are no longer accepted by the garage on Bowbridge Road. At the time of publishing this agenda pack enquiries, I am awaiting feedback following enquiries being sent to the 2 card providers that they do accept: Allstar and Keyfuels. Staff are currently purchasing fuel using their own cards and claiming this back. Hence the need to address this as soon as possible.

It is requested that Full Council delegate a decision on which provider to chose to the clerk in liaison with the Chair so this can be organised as soon as possible.

It is proposed that a card is issued to each of the grounds team as with the current provider's card. The current account will be cancelled once the new provider has been organised.

Marion Fox Goddard

21/2/24

1. The council currently receives interest from the following accounts:

	Type of Account	Interest Rate	Balance @31/1/24
Lloyds	32 day notice	2.6% (31/1/24)	£203,882.38
Lloyds	2 x Instant access account	1.3% (21/2/24)	£49,586.24
Skipton	Community Saver Annual 3	3.65% (* Est based on current saver rate)	£52,104.62

2. Following the full council meeting on December 13th, when the council agreed to consider investing some of the council's reserves with CCLA, one of their representatives has visited the council to present what they offer. Cllrs Buxton, Fairbairn, Sellars and the clerk were able to attend and the presentation and data regarding CCLA has been shared with all councillors. Their website: <https://www.ccla.co.uk/> has comprehensive information on the investments they offer to local authorities and their performance.
3. It is proposed that the council invests in the Public Sector Deposit Fund (**PSDF**) which is a Money Market Fund which is invested in a diversified portfolio of high quality sterling denominated deposits and securities. The Fund is aimed at local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments. Money can be withdrawn daily so the council can take out the funds (direct into our nominated account within 24 hours) should the council need to release reserves quickly.
4. The ethical credentials of CCLA are considerable with their commitment to climate action, corporate mental health benchmarks, and work for action to end modern slavery. Further details can be found in the Better World - Sustainable Investment Outcomes 2022 document on their website. CCLA also have no exposure to countries with oppressive governments.
5. At the time of writing this report the yield on the PDSF is 5.24% CCLA make their money by taking 0.08% of the interest earned.
6. At present they invest with 25 banks with a maximum of 10% of investments with the CCLA being with one bank. Investments are not covered by FSCS. However, the banks invested in have very low risk ratings. For further details, see the factsheets on the following page.
7. It is recommended that we invest in this fund up to £100,000.
8. The Responsible Financial officer will receive monthly statements with interest details. It is proposed that interest is paid into the Lloyds current account.
9. Councillors are asked to consider:
- a. Whether to invest.
 - b. If the council wishes to invest, Councillors will need to agree on:
 - i. how much to invest
 - ii. nominated bank account -Lloyds current account (recommended)
 - iii. whether interest should be paid into the Lloyds current account monthly (recommended) or retained in CCLA account
 - iv. which councillors will be signatories
 - v. staff account management permissions.

The Public Sector Deposit Fund

Fund fact sheet – 31 January 2024

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

Responsible investment policy

The fund is managed in accordance with CCLA's values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties' environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

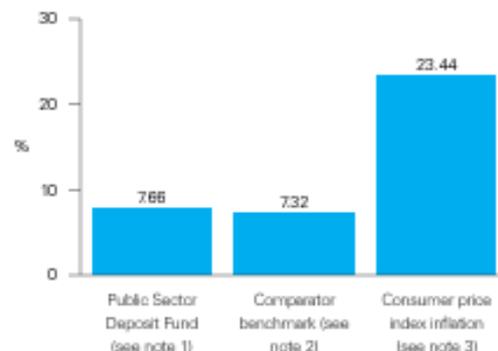
Top 10 counterparty exposures (%)

9.86%	DBS Bank Limited
9.86%	HM Treasury
9.86%	Landesbank Baden-Wuerttemberg
9.86%	National Bank of Canada
9.86%	Yorkshire Building Society
3.71%	Lloyds Bank Corporate Markets plc
3.70%	Nordea Bank AB
3.69%	BNP Paribas
3.43%	Credit Agricole Corporate and Investment Bank
3.43%	MUFG Bank

Share class 4 yield as at 31 January 2024

5.27%

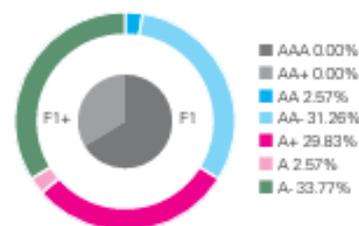
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

30.17%	UK
13.29%	Japan
13.29%	Singapore
12.17%	Canada
10.72%	Germany
7.89%	France
3.70%	Finland
2.66%	Netherlands
2.57%	Sweden
1.71%	Belgium

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.27%
Yield at the month-end shown	5.27%

Total return performance by year

12 months to 31 January	2020	2021	2022	2023	2024
The Public Sector Deposit Fund	+0.74%	+0.25%	+0.05%	+1.60%	+4.87%
Comparator benchmark	+0.57%	-0.00%	+0.07%	+1.68%	+4.87%
Relative (difference)	+0.17%	+0.25%	-0.02%	-0.08%	+0.00%

Annualised total return performance

Performance to 31 January	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.87%	+2.15%	+1.49%
Comparator benchmark	+4.87%	+2.19%	+1.42%
Relative (difference)	+0.00%	-0.04%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

Official statistics indicated that growth in the US economy had accelerated slightly in the final quarter of 2023, to an annualised rate of 3.3%. Over the year as a whole activity expanded by 3.1%, making it the fastest-growing of the world's advanced economies.

Other major western economies have been faring less well. The eurozone flatlined in the fourth quarter of last year. Some countries including Spain and Italy enjoyed modest expansion but Germany's output, which dominates the European economy, shrank by 0.3% as investment declined in areas such as construction and industrial equipment. The UK has yet to publish official data for the end of 2023 but the latest release from the Office for National Statistics (ONS) indicated that in November, output had been 0.2% higher than a year earlier. Contraction in sectors such as education and construction was offset by growth in travel, leisure and retail among others. The decline in headline consumer price inflation (CPI) in the major western economies took a pause while 'core' CPI, which strips out energy, food and other volatile elements, remains stickier than central banks would like. The UK December's annual headline CPI rate was 4.0% compared with 3.9% in November, while core inflation stuck at 5.1%.

The Bank of England once again held interest rates steady at the highs reached a few months ago of 5.25%. Rate setters have given increasingly strong indications that interest rates would begin to move downwards in the coming months but were keen to impress on markets that they would take a cautious approach to this easing of monetary policy.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,166m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	41.83 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

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Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183068, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

One Angel Lane | London | EC4R 3AB | Freephone: 0800 022 3505 | Website: www.ccla.co.uk

Banking and Internal controls Review

1. Internal Controls

- a. It is best practice to have bank payments authorised electronically by members before they are paid. At present payments are set up and sent to our suppliers without these controls and it is recommended that we arrange this as soon as possible.
- b. Lloyds Bank offer this service, so it is proposed that we move to this with them. It is recommended that two members authorise each payment. We usually process payments in batches so members can sign in when they get an email asking them to authorise payments (Estimated - once/twice per week).
- c. We will continue to arrange direct debit payments with suppliers that we use regularly.
- d. The current system does not protect the council from potential for fraud and it is recommended that we address this as a priority.

2. Banking - Current Account

- a. At the end of January, the council held £280,543 at Lloyds Bank. It is proposed to open a current account with Unity Bank: <https://www.unity.co.uk/> - The following page has further details. This will spread the financial risk and give better coverage for the Financial Services Compensation Scheme (FSCS). Compensation is £85,000 by bank therefore we would have up to £170,000 covered for compensation (rather than £85,000 which we have for Lloyds).
- b. Unity Bank is an ethical bank. They quote 'As an award-winning ethical bank, our savings deposits and lending help organisations to grow and make a positive difference to their communities. We work with organisations that deliver social impact, so if you strive to create a better society, bank with us'.
- c. Unlike many high street banks, they understand the needs and set up of parish councils and they are recommended by many parish clerks. Their account administration processes are efficient and effective.
- d. It is proposed that we open a current account with Unity (set up for two members to authorise each payment), primarily for the payment of wages.
- e. Unity Bank charges for their accounts. These are £6 per month plus 15 pence per transaction. The projected total cost per year: Less than £100.
- f. Over the last few months, we have had issues with changing signatories/online access with Lloyds Bank. These have taken hours of parish council staff time to resolve. We have received compensation but this does not reflect the time taken and impact this has had delaying other tasks. It is proposed that we open a Unity Bank account and have this in place before we move Lloyds to 2 member authorisations to be used as a back up if there are any hiccups with changes at Lloyds Bank again.
- g. It is also recommended that we add the Administrative Assistant to have access to these bank accounts.

3. Decisions Required

Councillors are asked to consider:

- a. Whether to move to a system for 2 members to approve payments.
 - i. If the council agrees to do so, which councillors will be set up for online access to approve payments at Lloyds.
- b. Whether to open an account with Unity bank
 - i. If the council agrees to do so, which councillors will be set up for online access to approve payments and as signatories. ...continued

- ii. Staff to be set up for online access to administrate the account and make payments/view the account.
- c. Whether to add the Administrative Assistant to have access to the council's bank accounts

Unity T2 Current Account

Key features

- ✔ 24/7 [Online Banking](#) – fast, secure and easy to use
- ✔ UK-based call centre
- ✔ Choose online or paper statements
- ✔ Cheque book and paying-in book (upon request)
- ✔ Stay secure – single, dual and triple authorisation of payments available through online banking
- ✔ Pay in cash and cheques at your local NatWest, RBS and Ulster Bank, and cash only at the Post Office
- ✔ Apply for an arranged Overdraft – subject to eligibility criteria. [Contact us](#) to find out more

Product information

- **Account turnover***:** £100k to £2 million
- **Monthly Fee:** £6 per month
- **Credit Interest Rate:** 0% AER – Annual
- **Relationship Manager:** Not available
- **Transaction Fees:** 15p per transaction
- **Other fees and charges:** Like other banks, charges apply for additional services such as duplicate statements, drafts, and international payments.

Please read our [Standard Service Tariff](#) for full information relating to all of Unity's fees and charges.

***Account turnover is the total value of payments received into your Unity Business Current Account, excluding internal transfers, in a 12-month period.

[Apply online today](#)



Balderton Village Centre Price and Terms and Conditions Review

For consideration of Full Council on February 28th, 2024

1. Introduction

Balderton Village Centre is not being used to its full potential. Usage rates are particularly low for regular users such as exercise classes and clubs. The hall is underutilised on weekdays (days and evenings) and is only used for 25% of weekend days. The prohibition of bouncy castles, high hire charges and limited marketing are believed to be factors contributing to this.

Members of the Village Centre Subcommittee have looked at our rates/conditions in comparison to other local providers and demand in 2023 with the clerk to bring the proposal in this document to Full Council.

This document contains proposals for Terms and Conditions for ad hoc users. It is proposed that we use these for regular hirers for now (with monthly invoicing). However, it is recommended that we move toward conditions based on ACRE's⁴ hire template going forward for regular hirers. This will be brought to Full Council at a future meeting.

Members are requested to consider the proposed pricing and terms and conditions in this document and decide how to proceed.

2. Our Current hire charges per hour (including VAT)

	Small Hall	Large Hall	Whole building	Notes
No bar	£25	£45	£70	? Set/tidy up time not charged sometimes this can be hours
Wedding with bar	-	-	£105	
Other events with bar	-	-	£85	

12.5% discount for 12 or more bookings

3. Proposal for Balderton Village Centre charging for bookings made from 1st March 2024

Hourly Pricing (including VAT) – See notes on the following page

User type	Small Hall	Main Hall	Full Building
Occasional user – Party/Event/Wedding with bar*	-	-	£50
Occasional user events such as children’s party up to age of 11 (no 12 year old -teenagers parties) - no bar	-	£25	-
Charity/non-profit making group	£15	£20	£35
Small Business	£18	£23	£41
Corporate User	£25	£50	£75
Cleaning (<i>for parties with bar only</i>)	£25	£40	£65

Notes

- Total duration of booking is chargeable** – i.e. party/activity duration plus set up and tidy up time.
- *Two licensed doormen are required for weddings and certain bookings that have a bar and this will be charged **in addition** to your hall booking fee. These are chargeable for the duration of your event (from start time to when the building is closed) and will be added to your hall charge.
- Balderton Residents will receive 10% discount on occasional booking hire rate** (proof of residency will be required).
- Hirers to leave the building as found when the hall is opened unless it is a booking with the bar/wedding – see proposed Terms and Conditions
- Hirers to help themselves to tables and chairs unless the hire is for an event with the bar.
- All deliveries and collections must be within the hire period (cakes, castles etc).

⁴ Action with Communities in Rural England

4. Proposal for new ad hoc hirer Terms and Conditions – parties without a bar For bookings made from 1st March 2024

(For Current Terms and Conditions can be found in appendix 1).

Balderton Parish Council
Balderton Village Centre
Coronation Street,
Balderton,
Newark,
NG24 3BD
Telephone: 01636 703626
office@baldertonparishcouncil.gov.uk

Balderton Village Centre Terms and Conditions of Hire

1. A non-refundable deposit of 50% of the total booking cost is payable upon making your booking to hire Balderton Village Centre. The balance is payable no later than 2 weeks prior to the event. If the balance is not paid in full by the agreed date, Balderton Parish Council has the right to cancel the booking. At least 2 weeks' notice must be given if you wish to cancel your booking; after this date the balance must still be paid.
2. A £150.00 bond (cash or cheque payable to 'Balderton Parish Council') must be paid by all hirers at the time of paying the balance for the booking. It can then be collected or shredded (if paid by cheque) after the hire period provided there is no damage to the village centre, grounds and equipment and the building has been left in a clean state/as at the beginning of the booking period.
3. The hirer is liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents during their booking.
4. All party providers need to be arranged to arrive and depart within your booking period (For example: bouncy castles, DJs). Should your providers request to arrive or depart outside of your booking period, the additional usage will be payable by the hirer.
5. Bouncy castles are permitted but their use is at the hirer's risk.
6. The hirers confirms that they have read and understood the licence for Balderton Village Centre (see page 5) and will abide by the terms of the licence. Under no circumstances will the hirer or their guests sell alcohol during their booking. Hirers can bring alcohol if it is not sold, and the bar has not been booked. If the hirer books the bar, an additional bar terms agreement must be signed and adhered to.
7. The hirer must ensure that to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:
 - a. no one attending the event consumes excessive amounts of alcohol
 - b. no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We may ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.
8. The hirer must ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We may ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.
9. The hirer must ensure that
 - a. no **Flame** or **Smoke** is allowed into the premises as this will set off the fire alarm system
 - b. highly flammable substances are not brought into, or used in any part of the premises

- c. no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without consent from Balderton Parish Council.
10. The hirer must report to us as soon as possible any failure of our equipment or equipment brought in by you. The hirer must report all accidents involving injury to the public to us as soon as possible and complete our accident form (**file in kitchen**). You must report certain types of accident or injury on a special form to the Incident Contact Centre. Balderton Parish Council staff will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
11. You agree not to exceed the maximum permitted number of people per room including the organisers/performers:
Main Hall: 220 Small Hall:110
12. The hirer understands that the kitchen is a shared facility unless they have paid for exclusive use of the village centre. The hirer must ensure that no children are allowed in the kitchen at any time.
13. The hirer must make sure that any electrical equipment, including gang sockets and extension cables brought into the hall are covered by a **Portable Appliance Test Certificate (PAT CERT)**. Balderton Parish Council has every right to check these certificates for authenticity and can cancel the booking at any time if these have not been provided. **Hirers are therefore strongly advised to make sure that these are available upon paying the balance 2 weeks prior to the event.**
14. No notice or decoration shall be fixed to the walls; they can be fixed to the picture rail that runs around the top of the wall. Party cannons and party poppers with foil contents are strictly forbidden.
15. The hirer will make sure all lights are switched off (except the toilets and foyer which have automatic lights).
16. The hirer will ensure all windows and doors are closed before leaving.
17. The hirer is aware that CCTV is operated inside and outside the premises. Balderton Parish Council may use this to detect misuse of the hall. For example, if the hall is not left in a clean state or if any damage is found following the hire period.
18. The release and sale of sky lanterns and helium balloons from Balderton Village Hall grounds is prohibited. The hirer agrees that they will not release or sell sky lanterns or helium balloons in the village centre or its grounds.
19. Parties for 12-year-olds and teenagers (from 12-19 years) are not permitted at Balderton Village Centre. If it comes to the attention of the Parish Council that a party for 12–19-year-olds is being arranged at the hall, we reserve the right to cancel the event and retain all payments including bonds.
20. Balderton Parish Council requires 2 SIA registered Doormen to be provided for some events and for all 21st birthday parties and weddings. This will be discussed at the time of the booking. This is to safeguard both guests and property. The expense of hiring the doormen will be met by the hirer. If it comes to the attention of Balderton Parish Council that a 21st birthday party/wedding has been arranged but the hirer has not informed the hall then we reserve the right to cancel the event.
21. Balderton Parish Council reserves the right to cancel any booking where the hirer has withheld or given false information on the event to take place. Further, if such facts come to light whilst the booking is in progress, the staff reserve the right to close the booking and request that all guests vacate the premises.
22. Balderton Parish Council will use the information you provide for booking the hall for that purpose and financial audit only. Your personal data will be held in accordance with the Council's Personal Data Retention Schedule. You have the right to withdraw consent for Balderton Parish Council holding your information at any time.
23. The hirer agrees to be present during the booking and to comply fully with this Agreement.
24. The hirer understands that Balderton Village Centre staff will not be present during the booking (*other than opening and closing the hall at either end of the booking*) so it is their responsibility to evacuate the hall in an emergency and contact the relevant agencies. **See page 4 for further details.**

25. This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

DECLARATION

I accept the Terms and Conditions as set out above and agree to abide by them when making the booking and whilst using Balderton Village Centre. I understand my responsibility if there is a fire during my booking and will arrive 5 minutes early for the staff to show me the fire exits and sign to say I understand the fire procedure on the day of my booking.

Signature: _____

Print Name: _____ Date: _____

Please sign and return this copy to confirm that you have read, understood and accept these conditions, with your deposit for the hire.

BALDERTON VILLAGE CENTRE: FIRE / EMERGENCY INSTRUCTIONS FOR HIRERS

Introduction

In the event of a fire or other emergency, Council staff, if present, will lead and coordinate all required actions. Hirers and all present must follow instructions from Council staff. However, when no staff are present, the hirer (or hirer's nominated event/activity coordinator) will be responsible for taking the necessary actions. The following guidelines – written in relation to fires, but applicable to other emergencies - are to be followed.

Initial Actions

If the fire alarm sounds, or a fire is detected, the hirer should:

1. Immediately activate the evacuation plan: Sound the alarm (if it hasn't already been sounded). Special care must be taken to ensure that any disabled persons, or others in need of assistance, are helped or guided out of the building.
2. If possible, note the location and scale of the fire. If the fire is small and suitable equipment is to hand, an attempt may be made to extinguish the fire. No risks are to be taken in so doing, and if the attempt is not quickly effective, the individual(s) should cease and evacuate the building. If you are not trained, do not attempt to fight a fire.
3. If the fire cannot be easily extinguished, call the emergency services (Fire Brigade) on any phone, by dialling 999. The location is to be reported as: Balderton Village Centre, Coronation Street, Balderton, NG24 3BD. Be prepared to advise on where exactly the fire is (if you know) and whether anyone is still inside the building.

Follow-up Actions

1. If possible, without endangering life, check the building to ensure no-one is still inside.
2. Help (or arrange help for) anyone who is injured or in difficulty.
3. Control the evacuees in the assembly areas, ensuring they remain clear of the building and are also safe from any other hazards (e.g. smoke, traffic, etc.).
4. Contact a representative of Balderton Parish Council.
5. Be prepared to brief the fire service, when they arrive, on what has happened; to respond to any questions; and to assist in controlling the evacuees if required, while the Brigade tackles the fire.

Incident End

You should contact a representative of Balderton Parish Council to explain what has happened. If the Fire Brigade has attended, you must wait until the fire service manager gives the all-clear, before allowing anyone to re-enter the building.

Licence to be copied here

6. Proposal for new ad hoc hirer Terms and Conditions – parties with a bar
For bookings made from 1st March 2024 (see highlighted text for differences to ‘no bar’ Terms and Conditions)

Balderton Parish Council
Balderton Village Centre
Coronation Street, Balderton,
Newark, NG24 3BD
Telephone: 01636 703626
office@baldertonparishcouncil.gov.uk

Balderton Village Centre Terms and Conditions of Hire

1. A non-refundable deposit of 50% of the total booking cost is payable upon making your booking to hire Balderton Village Centre. The balance is payable no later than 2 weeks prior to the event. If the balance is not paid in full by the agreed date, Balderton Parish Council has the right to cancel the booking. At least 2 weeks' notice must be given if you wish to cancel your booking; after this date the balance must still be paid.
2. A £150.00 bond (cash or cheque payable to 'Balderton Parish Council') must be paid by all hirers at the time of paying the balance for the booking. It can then be collected or shredded (if paid by cheque) after the hire period provided there is no damage to the village centre, grounds and equipment and the building has been left in a clean state/as at the beginning of the booking period unless the hirer has paid for cleaning prior to the booking (see page 3).
3. The hirer is liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents during their booking.
4. All party providers need to be arranged to arrive and depart within your booking period (For example: bouncy castles, DJs). Should your providers request to arrive or depart outside of your booking period, the additional usage will be payable by the hirer.
5. Bouncy castles are permitted but their use is at the hirer's risk.
6. The hirers confirms that they have read and understood the licence for Balderton Village Centre (see page 5) and will abide by the terms of the licence. Under no circumstances will the hirer or their guests sell alcohol during their booking. Hirers can bring alcohol if it is not sold, and the bar has not been booked. If the hirer books the bar, an additional bar terms agreement must be signed and adhered to.
7. The hirer must ensure that to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:
 - a. no one attending the event consumes excessive amounts of alcohol
 - b. no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We may ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.
8. The hirer must ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We may ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.
9. The hirer must ensure that
 - a. no **Flame** or **Smoke** is allowed into the premises as this will set off the fire alarm system
 - b. highly flammable substances are not brought into, or used in any part of the premises
 - c. no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without consent from Balderton Parish Council.

10. The hirer must report to us as soon as possible any failure of our equipment or equipment brought in by you. The hirer must report all accidents involving injury to the public to us as soon as possible and complete our accident form (**file in kitchen**). You must report certain types of accident or injury on a special form to the Incident Contact Centre. Balderton Parish Council staff will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
11. You agree not to exceed the maximum permitted number of people per room including the organisers/performers:
Main Hall: 220 Small Hall:110
12. The hirer understands that the kitchen is a shared facility unless they have paid for exclusive use of the village centre. The hirer must ensure that no children are allowed in the kitchen at any time.
13. The hirer must make sure that any electrical equipment, including gang sockets and extension cables brought into the hall are covered by a **Portable Appliance Test Certificate (PAT CERT)**. Balderton Parish Council has every right to check these certificates for authenticity and can cancel the booking at any time if these have not been provided. **Hirers are therefore strongly advised to make sure that these are available upon paying the balance 2 weeks prior to the event.**
14. No notice or decoration shall be fixed to the walls; they can be fixed to the picture rail that runs around the top of the wall. Party cannons and party poppers with foil contents are strictly forbidden.
15. The hirer will make sure all lights are switched off (except the toilets and foyer which have automatic lights).
16. The hirer will ensure all windows and doors are closed before leaving.
17. The hirer is aware that CCTV is operated inside and outside the premises. Balderton Parish Council may use this to detect misuse of the hall. For example, if the hall is not left in a clean state (when cleaning has not been paid for) or if any damage is found following the hire period.
18. The release and sale of sky lanterns and helium balloons from Balderton Village Hall grounds is prohibited. The hirer agrees that they will not release or sell sky lanterns or helium balloons in the village centre or its grounds.
19. Parties for 12-year-olds and teenagers (from 12-19 years) are not permitted at Balderton Village Centre. If it comes to the attention of the Parish Council that a party for 12–19-year-olds is being arranged at the hall, we reserve the right to cancel the event and retain all payments including bonds.
20. Balderton Parish Council requires 2 SIA registered Doormen to be provided for some events and for all 21st birthday parties and weddings. This will be discussed at the time of the booking. This is to safeguard both guests and property. The expense of hiring the doormen will be met by the hirer. If it comes to the attention of Balderton Parish Council that a 21st birthday party/wedding has been arranged but the hirer has not informed the hall then we reserve the right to cancel the event.
21. Balderton Parish Council reserves the right to cancel any booking where the hirer has withheld or given false information on the event to take place. Further, if such facts come to light whilst the booking is in progress, the staff reserve the right to close the booking and request that all guests vacate the premises.
22. Balderton Parish Council will use the information you provide for booking the hall for that purpose and financial audit only. Your personal data will be held in accordance with the Council's Personal Data Retention Schedule. You have the right to withdraw consent for Balderton Parish Council holding your information at any time.
23. The hirer agrees to be present during the booking and to comply fully with this Agreement.
24. The hirer understands that Balderton Village Centre staff will not be present during the booking (*other than opening and closing the hall at either end of the booking*) so it is their responsibility to evacuate the hall in an emergency and contact the relevant agencies. **See page 4 for further details.**

25. This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

Cleaning agreement (please choose your preferred option):

The hirer will pay for cleaning Small Hall £25, Main Hall £40, Full Building £65			The hirer will not pay for cleaning		
I will pay for cleaning but understand it is my responsibility to: <ul style="list-style-type: none"> a. Bring bin bags so I can discard of any food/rubbish. b. Wash and stack all used crockery and stack neatly in the cupboards after use. c. Place the cutlery in the drawer. d. Report all breakages to the key holder they arrive to lock up. e. Remove decorations within my hire period. 			I will do the cleaning myself within my booking period: I agree to undertake the following: <ul style="list-style-type: none"> a. Bring bin bags so I can discard of any unused food/rubbish. b. Wash and stack all used crockery neatly on the shelves after use. c. Place the cutlery in the drawer. d. Wipe out the microwave and oven and clean the hob (if used). e. Switch off all power sockets that have been switched on by the hirer. f. Wipe down all surfaces. g. Sweep and mop the floor of kitchen and hall. h. Report all breakages to the key holder when they arrive to lock up. i. Wipe and clean all tables. j. Return tables and chairs to where they were found. k. Remove decorations within my hire period. l. Leave the Village Centre in the same condition as it was at the commencement of hire. <p>Should any of points a to l not be actioned, I understand Balderton Parish Council will keep some or all of my bond.</p>		

DECLARATION

I accept the Terms and Conditions as set out above and agree to abide by them when making the booking and whilst using Balderton Village Centre. I understand my responsibility if there is a fire during my booking and will arrive 5 minutes early for the staff to show me the fire exits and sign to say I understand the fire procedure on the day of my booking.

Signature: _____

Print Name: _____ Date: _____

Please sign and return this copy to confirm that you have read, understood and accept these conditions, with your deposit for the hire.

BALDERTON VILLAGE CENTRE: FIRE / EMERGENCY INSTRUCTIONS FOR HIRERS

Introduction

In the event of a fire or other emergency, Council staff, if present, will lead and coordinate all required actions. Hirers and all present must follow instructions from Council staff. However, when no staff are present, the hirer (or hirer's nominated event/activity coordinator) will be responsible for taking the necessary actions. The following guidelines – written in relation to fires, but applicable to other emergencies - are to be followed.

Initial Actions

If the fire alarm sounds, or a fire is detected, the hirer should:

4. Immediately activate the evacuation plan: Sound the alarm (if it hasn't already been sounded). Special care must be taken to ensure that any disabled persons, or others in need of assistance, are helped or guided out of the building.
5. If possible, note the location and scale of the fire. If the fire is small and suitable equipment is to hand, an attempt may be made to extinguish the fire. No risks are to be taken in so doing, and if the attempt is not quickly effective, the individual(s) should cease and evacuate the building. If you are not trained, do not attempt to fight a fire.
6. If the fire cannot be easily extinguished, call the emergency services (Fire Brigade) on any phone, by dialling 999. The location is to be reported as: Balderton Village Centre, Coronation Street, Balderton, NG24 3BD. Be prepared to advise on where exactly the fire is (if you know) and whether anyone is still inside the building.

Follow-up Actions

7. If possible, without endangering life, check the building to ensure no-one is still inside.
8. Help (or arrange help for) anyone who is injured or in difficulty.
9. Control the evacuees in the assembly areas, ensuring they remain clear of the building and are also safe from any other hazards (e.g. smoke, traffic, etc.).
10. Contact a representative of Balderton Parish Council.
11. Be prepared to brief the fire service, when they arrive, on what has happened; to respond to any questions; and to assist in controlling the evacuees if required, while the Brigade tackles the fire.

Incident End

You should contact a representative of Balderton Parish Council to explain what has happened. If the Fire Brigade has attended, you must wait until the fire service manager gives the all-clear, before allowing anyone to re-enter the building.

Licence to be copied here

Appendix 1: Current Terms and Conditions (February 2024)

BALDERTON PARISH COUNCIL VILLAGE CENTRE - CONDITIONS OF HIRE

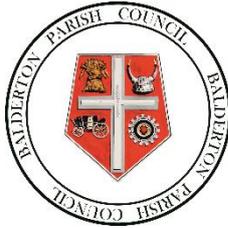
1. All the applications for the hire of the Centre and all communications relating thereto must be addressed to the Clerk of the Council.
2. **The Hirer(s) shall be responsible for the decent and orderly conduct at whatever function is promoted by them, and shall undertake to make good any damage to the structure and any loss or damage to the furniture and/or equipment of the Centre and its immediate surrounds caused during their occupancy.**
3. The Hirer(s) shall be responsible for any articles placed in the Premises and shall indemnify the Parish Council against any claims arising from the loss of or damage to any articles deposited therein during their use of the Centre.
4. There shall be no extension or variation of the original Terms of Hire without the prior consent of the Parish Council.
5. The Hirer(s) shall indemnify the Parish Council against any claims or proceedings in respect of Entertainment Tax and/or Copyright Fees or damages arising out of their use of the premises.
6. The Parish Council reserves the following rights:
 - a. of free admission for not more than two accredited representatives on any and every engagement of the Centre;
 - b. to waive the whole or part of the scheduled charges for any reason it may deem sufficient;
 - c. to refuse any application for the hire of the Centre for any reason it may deem sufficient.
7. **Hirers may not bring, or instruct caterers to bring, wines and spirits into the Centre. Alcohol must be arranged through the bar, including corkage options.**
8. When a licensed bar is required, the fact must be stated when applying for the hire and the facility will be arranged by the Designated Premises Supervisor. The licensed bar may not be hired out during young persons' (i.e. under 21's) parties.
9. Not more than 330 persons shall be admitted to the Centre.
10. **All functions must terminate by midnight unless otherwise agreed. The end time is also your exit time.**
11. There is a zero tolerance of abusive behaviour towards staff.
12. The Parish Council's decision on all matters concerning the hiring of the Centre shall be final.
13. The Hirer(s) shall take all reasonable steps to ensure that patrons awaiting entry to the Centre or leaving the Centre do not cause annoyance or nuisance to any other person in the vicinity of the premises.
14. Any noise produced or associated with regulated entertainment must not be audible at the façade of the nearest residential premises.
15. The Parish Council reserves the right to cancel a booking if information comes to light which would have affected the original decision to allow an event.
16. All approaches to, and ways from Exit Doors, must be kept free from obstruction.
17. Live music bands and discos must take measures to prevent floor damage from equipment.
18. **FIRE PRECAUTIONS - Naked flames are not permitted under any circumstances, including tea lights/candles.** All hirers should familiarise themselves with the fire instructions as displayed in the main reception area. **No smoke or haze allowed with any music. Mobile discos should be instructed to bring P.A.T. certificates to events and the Council reserves the right to inspect the same on the day.**
19. No inflatables, bouncy castle etc. are allowed on site.
20. No Chinese Lanterns or Helium Balloons to be released from the site.
21. **The premises should be left in a clean and tidy condition and users are requested to acknowledge that the goodwill of nearby residents is invaluable. Please be mindful to keep noise to a minimum as you leave the site.**
22. In accordance with the General Data Protection Regulation, the Council will only share your personal information with relevant parties in relation to this booking. A copy of our General Privacy Notice is available upon request or can be viewed on our website www.baldertonparishcouncil.gov.uk
23. The Council requires a non-refundable deposit of 10% to secure the booking. This may be paid by cash, cheque or by bank transfer; card payments cannot be accepted. The outstanding balance must be paid no later than two weeks before the event.

Bank Details, Sort code: 30-67-76 Ac No. 42232668

I have checked and confirm the details on the booking form and I fully understand and agree to abide by the conditions as stated in this agreement.

Signed _____ Date _____

Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, Newark, NG24 3BD



Balderton Parish Council

Memorial Bench and Tree Policy

For consideration at Full Council on 28 February 2024

1. Introduction

Balderton Parish Council recognise the need for a fair and consistent approach for memorial requests on parish council owned land.

When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.

Balderton is fortunate to some beautiful open spaces, with some fantastic views and scenery. This policy sets out how we approve memorial benches and trees on parish council owned land; who is responsible for their upkeep; and what is expected from the donor and the Council.

The Council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

The space for new benches is limited so the council will hold a waiting list for when benches need to be replaced if there is no space in the cemetery/on parish council sites. Bench and Tree requests will be considered in January and September each year.

2. Policy Terms & Conditions

- i. The style of bench or tree specimen, together with the siting thereof, remains a parish council decision. See section 3 for details of benches.
- ii. When the Council agrees to install a bench or tree, they are paid for by the friends and family and donated to the Council. The tree or bench then becomes the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.
- iii. Once a memorial bench has reached the end of its lifetime (estimated 10 years), the council may remove it and will not replace it. The space will then be offered to the next person on the waiting list.
- iv. Benches may be removed prior to this if they become unsafe or have been vandalised.

- v. Balderton Parish Council cannot replace stolen, damaged or vandalised benches, trees or plaques. The bench or tree may be removed from site if vandalised and of a safety concern. If the bench or tree must be removed, we will make every effort to inform the donor.
- vi. Balderton Parish Council cannot guarantee the long-term safety or security of memorial benches or trees and is not responsible for the replacement resulting from damage or deterioration with age.
- vii. Regular inspections by Balderton Parish Council staff will determine if benches and trees are safe.
- viii. Should a memorial tree not survive, the council will not be responsible for its replacement. The donor will be contacted to enquire if they would like to purchase a replacement.
- ix. Whilst it is permitted for memorial benches to have commemorative plaques, this is not permitted for trees.
- x. Once planted the trees are normally left to grow to maturity however Balderton Parish Council reserves the right to remove trees after 10 years if deemed unsafe.
- xi. Balderton Parish Council does not permit the placing or burial of ashes under benches or trees.
- xii. The location in which the bench or tree will be placed is determined by Balderton Parish Council, dependent on need and availability. While Balderton Parish Council tries to locate a bench or tree at a requested location, this cannot be guaranteed.
- xiii. Only benches and trees approved and installed/planted by Balderton Parish Council are permitted.
- xiv. The arrangements for ordering and installing the bench or tree will usually be made by the council, once payment has been received.
- xv. Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.
- xvi. No placing of flowers or other objects at memorials will be permitted.
- xvii. Balderton Parish Council will keep a record of donors and their contact details for future reference in accordance with data protection laws. It is the responsibility of the donor to keep Balderton Parish Council informed of any change of circumstance or contact details.

3. Memorial Benches

The images in the table below shows the memorial benches that the council offers. The installation/arrangement fee is £250 plus VAT. This is charged in addition to the bench/plaque list price.

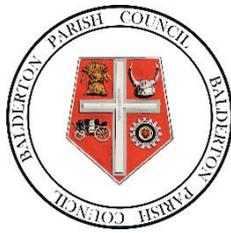
Cemetery Bench	Open space bench
	
<p>https://uk.glasdon.com/seating/memorial-benches-plaques/phoenix-double-seat</p> <p>Glasdon Phoenix Double Seat Brown Enviropol Material</p>	<p>https://uk.glasdon.com/seating/park-benches/elwood-tm-recycled-material-seat</p> <p>Glasdon Elmwood Seat Brown Enviropol Material (Dark Oak ends)</p>
<p>Example cost: £ 593.93 + £250 = £843.93 plus VAT</p> <p>(includes 200 x 50mm plaque)</p> <p>Total price including VAT £1012.72 (Costs correct at time of writing this policy).</p>	<p>Example cost: £ 931.97 + £250 = £1181.97 plus VAT</p> <p>(includes 200 x 50mm plaque)</p> <p>Total price including VAT = £1418.36 (Costs correct at time of writing this policy).</p>

- Memorial plaques characters/spaces
 - around 150 characters for the 150mm x 40mm/150mm x 50mm memorial plaque
 - 200 characters for the 200mm x 50mm memorial plaque
- Wording for the memorial plaque must be supplied in writing by the donor. Balderton Parish Council cannot be held responsible for any spelling mistakes in the writing supplied.
- Balderton Parish Council will order and install benches and affix the plaque.

4. Memorial Trees

Memorial Trees range from £150 to £250 (inc. delivery, planting & VAT @ 20%) depending on the sapling size and type. Native trees such as Rowan (Mountain Ash), Cherry, Oak, Silver Birch and Downy Birch are usually chosen.

- Balderton Parish Council will order, supply and plant trees

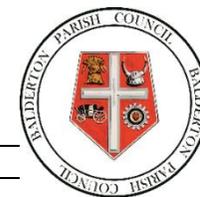


Memorial Bench/Tree Application Form

Note: Applications can be submitted to Balderton Parish Council at any time. However, they are considered in mid-September (estimated installation/planting November) and mid-January (estimated installation/planting March) so the benches/trees can be installed during the winter period when our grounds team are available. We will acknowledge receipt of your application and get back to you in January or September.

Your Name	
Address	
Email address	
Telephone number	
Name of the deceased	
What type of memorial would you like? <i>(please circle)</i>	Bench Tree
Where would you like the memorial? <i>(please indicate with a tick)</i>	Balderton Lake Coronation Street Park Balderton Cemetery Don't mind
We cannot guarantee where your memorial will be sited but if you would like to suggest where it goes, please detail here. (https://what3words.com/ will allow you to give a specific spot within 1 metre so enter the 'what 3 words' location to give as accurate location as possible)	
Declaration	
I agree to the terms and conditions set out in the Balderton Parish Council Memorial Bench and Tree Policy.	
Name.....(BLOCK CAPITALS)	
Signature.....	
Date.....	

Please send your application form to: Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, NG24 3BD or email it to: office@baldertonparishcouncil.gov.uk



Risk Assessment for Volunteer Litter Picking

Location (s)	Balderton Parish
Date	February 21 st 2024
Meeting place	Balderton Village Centre Car Park or Balderton Lake or another place deemed safe within the parish to meet with volunteers.
Organiser	A member of the community or a parish councillor
Author of risk assessment	Marion Fox Goddard

Potential /hazards (harm)	Recommended Control Measures	Action Required	Action by who	Risk Rating Low/Medium/High
Lack of information and awareness of all hazards detailed below	<p>Prior to the litter-pick taking place, all volunteers should be given a Briefing and Safety Talk, covering the any risks and general information about correct use of the equipment, any particular issues to be aware of regarding the site, muster points etc. Event Organiser to take a roll-call prior to litter-pick taking place.</p>	<p>Brief volunteers and take a roll call</p> <p>First Aid kit to be carried</p>	Event organiser	
Impact from vehicles (cuts / bruises / breaks / possible death)	<ol style="list-style-type: none"> Litter picking should not be undertaken on highways or within close, unguarded proximity to roads or areas where there are moving vehicles or where the speed limit exceeds 40mph. On roads with a speed limit of up to 40 mph, a sideways safety zone of 0.5 metres from the highway applies and this should not be entered into. Litter picking should only be undertaken where there are footpaths or verges more than 0.5 metres from the highway. <i>Volunteers advised that they must not work on roads or on roadside verges</i> All volunteers are to wear hi-viz jackets at all times. Care to be taken where there is a need to cross a road. Children to always remain under supervision and in sight of a responsible adult, preferably by a parent or guardian. Children not to pick litter from the road but to remain on pavements and paths. Prior to event, the organiser to advise volunteers on areas where vehicles may be present. 	<p>Choose route that does not involve roads or roads without suitable footpaths.</p> <p>Advise volunteers not to litter pick on roads at briefing.</p>	Event organiser	High

Potential /hazards (harm)	Recommended Control Measures	Action Required	Action by who	Risk Rating <i>Low/Medium/High</i>
	9. Briefing to include warning on roads, speed limits and any known hazards Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times. 10. Be aware of any vehicle, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles. 11. No litter-picks to take place near railway lines or on bridges.			
Trips / Slips due to uneven ground / kerbs (cuts / bruises / breaks)	1. Recommend volunteers wear strong sensible footwear with ankle support for activity and not open-toed footwear or flip flops. 2. Do not pick on or close to the edge of steep slopes, watercourses or ditches.	Identify hazards in risk assessment and advise volunteers at briefing. All litter pickers to be given a copy of this risk assessment to read prior to the pick and to sign the signing in sheet	Event organiser	Medium
Overgrown hedges or low hanging branches (cuts/bruises/injury to eyes and face)	1. Volunteers are to be aware of their surroundings on the route. 2. Avoid reaching into hedges and undergrowth that may expose face, eyes and skin to scratches. 3. Take care with equipment.	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Injury from aggressive dogs or livestock (cuts/bites/bruises)	1. Avoid sites where there is known to be dangerous animals such as dogs or livestock with their young.	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Injuries from Sharps/broken glass/hazardous substances such as gas bottles	1. Volunteers are to be aware of possible hazards and told to avoid direct hand contact with litter. 2. Anything hazardous such as syringes, asbestos, animal waste, noxious materials, hazardous materials such as palm oil, should not be handled by volunteers and should be reported to the event organisers who will advise Newark and Sherwood District Council of any issues for collection. 3. Broken glass should be placed in a solid container not a sack. 4. Animal faeces not to be picked up.	Identify hazards in risk assessment and advise volunteers at briefing. Provide a solid container for broken glass i.e. a plastic bucket. Volunteers to be instructed never to approach suspicious looking containers with or without hazard warning badges. Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Pollution Hotline to be contacted (Tel 0800 7312453)	Event organiser	Medium

Potential /hazards (harm)	Recommended Control Measures	Action Required	Action by who	Risk Rating Low/Medium/High
Illness from contact with asbestos	<ol style="list-style-type: none"> 1. Advise volunteers to not collect fly-tipped items. 2. If there is an accumulation of waste which would obviously have been fly-tipped deliberately on site, then this should be left alone and the relevant local authority with responsibility for fly- tipping clearance informed. 3. It is possible that asbestos could be found amongst smaller accumulations of litter that may not appear to be fly tipping. A simple asbestos ID chart can be found on the HSE website here: http://www.hse.gov.uk/asbestos/gallery.htm 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Injury from lifting heavy objects (strain/exhaustion)	<ol style="list-style-type: none"> 1. Volunteers should be told not to lift or move heavy items. 2. Volunteers should be advised not to overfill sacks. 3. Items should only be picked using the litter picking stick. Items too heavy or big to lift should be reported to the event organiser who will advise Newark and Sherwood District Council of any issues for collection. 	Identify hazards in risk assessment and advise volunteers at briefing. Advise how to use litter picking stick correctly	Event organiser	Medium
Risk from inclement weather	<ol style="list-style-type: none"> 1. Check weather forecast and advise volunteers to wear appropriate clothing 2. In very hot sunny weather advise volunteers to apply sunscreen and to wear a hat and take plenty of water to stay hydrated 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Risk of drowning and Potential for bacterial infection - Leptospirosis (Weil's disease)	<ol style="list-style-type: none"> 1. Volunteers to be told: <ul style="list-style-type: none"> • not to go to the waters edge or in the lake • to stay on paths around Balderton Lake 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Electrocution, shock from Electric fences	<ol style="list-style-type: none"> 1. Always assume electric fences are live. 2. Warn volunteers not to touch electric fences. 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Children not aware of hazards detailed above	<ol style="list-style-type: none"> 1. Children to be supervised by a responsible adult 	<p>Remind those bringing children to always supervise them.</p> <p>Check for unaccompanied children and confirm supervision ratios are satisfactory.</p> <p>NSPCC ratios as a guide: 0 - 2 years - 1 adult to 3 children.</p>	Event organiser	Medium

Potential /hazards (harm)	Recommended Control Measures	Action Required	Action by who	Risk Rating <i>Low/Medium/High</i>
		2 - 3 years - 1 adult to 4 children. 4 - 8 years - 1 adult to 6 children. 9 - 12 years - 1 adult to 8 children. 13 - 18 years - 1 adult to 10 children.		
Risk of conflict with member of the public - Aggression/ abuse from members of the public	<ol style="list-style-type: none"> 1. Organiser to brief volunteers on how to avoid confrontation – approach members of the public in a non-aggressive way if wishing to challenge their behaviour e.g. littering or dog fouling and do not approach people alone. 2. Do not trespass onto private property whilst litter picking. 	Brief volunteers	Event organiser	Low

-----Original Message-----

From: johno lee <REDACTED>

Sent: Monday, January 29, 2024 2:41 PM

To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>

Subject: Subject: Support for Double Yellow Lines on Hawton Lane, Centenary Close

Dear Balderton Parish Council,

I am writing to inform you about a recent development concerning road safety in our community. Approximately a year ago, a resident raised a concern regarding the need for double yellow lines at the corner of Hawton Lane in Centenary Close. This request was aimed at addressing safety issues, particularly concerning visibility around the corner.

I am pleased to report that Nottinghamshire County Council has reviewed this request and is moving forward with a public consultation. As the elected representative for this area, I have examined the proposal and the concerns raised. Based on this, I fully support the initiative and agree with the recommendations put forth by the council.

In the coming weeks, as the council conducts its consultation with residents, I intend to actively engage with the process and encourage community participation. It is vital that we, as a community, work collaboratively to ensure the safety and wellbeing of all residents.

I wanted to keep Balderton Parish Council informed of these developments and my stance on the matter. Your support and any additional insights you may have regarding this issue would be greatly appreciated.

Thank you for your attention to this matter. I look forward to any feedback or suggestions you might have.

Best regards,

Johno lee

From: REDACTED

Sent: Tuesday, February 6, 2024 9:55 AM

To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>

Subject: Balderton lake

Hi.

I have lived on the Baretts estate and been a member of the Grove fishing club for the last 7 years. I have found out that there is a covenant in regards being able to fish on the pond without being a member of the Grove fishing club, if this is true would you please be able to give me any information.

Could you please forward this email on to the relevant person which i believe Marion Fox Goddard.

I look forward to hearing from you.

Kind regards

REDACTED

Note from clerk – A copy of a letter has also been received from another resident regarding the covenant and fishing rights.

From: planningpolicy <planningpolicy@newark-sherwooddc.gov.uk>

Sent: Tuesday, February 20, 2024 11:49 AM

To: planningpolicy <planningpolicy@newark-sherwooddc.gov.uk>

Subject: Newark and Sherwood District Council – Biodiversity Net Gain Habitat Banks – Call for Sites Expressions of Interest

Dear Clerk,

I would like to make you aware of a 'Call for sites – expressions of interest' exercise that we have just launched, concerning the creation of Habitat Banks for the purpose of selling 'biodiversity units' as part of the mandatory Biodiversity Net Gain process within Newark and Sherwood District. You have been contacted directly as some parish councils might own land that they might wish to consider using for this purpose. Full details can be accessed from our website [BNG Habitat Banks – Call for Sites](#) webpage. The closing date for responses is **15 March 2024**.

Another reason for contacting you is that as a parish council, you might be aware of local landowners that this might be of interest to, if so, I would be grateful if you could forward this message to them.

If you require any additional information please feel free to contact me.

Kind regards,

REDACTED

Biodiversity and Ecology Lead Officer
Planning Development

Newark and Sherwood District Council

REDACTED

www.newark-sherwooddc.gov.uk

