



Balderton Parish Council Full Council Meeting

Minutes of the meeting held on Wednesday 26th February 2025 at 7.00pm

Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Ronalie Bright, Jane Buxton (Chair), Karen Callingham, Martyn Cox, Mandie Elson, Simon Forde, Jean Hall (left during item 27), Dean Scott, Joy Sellars

District Councillor: Emma Oldham

Parish Clerk: Marion Fox Goddard

Public: 6 residents (5 Balderton residents came to raise planning item 33a, 1 Balderton resident to view the meeting)

Meeting agenda pack with reports can be found on our website:

<https://www.baldertonparishcouncil.gov.uk>

Blue underlined text indicates hyperlinks in this document take online readers to relevant information online.

21. Declarations to record the meeting

The clerk recorded the meeting.

22. Apologies for absence

Parish Councillors: Roy Fairbairn, Mac Mallard, Leigh Marshall, Anna Rutkowska, Debbie Moore
County Councillors: Keith Girling Sam Smith. County/District Councillor: John Lee

23. Declarations of interest

Simon Forde – District Councillor on N&SDC¹ planning committee.

24. Public forum

A resident from near to 207 London Road raised concerns about planning application 25/00126/FUL. Concerns included highways issues (road safety), environmental issues (noise), compatibility of the proposed use with current residential use (retirees/families), the potential for the number of residents in the proposal to increase above 5 thus leading to more staff and agencies needing to visit and the performance of the company who have brought submitted the proposal (BBC documentary). The clerk advised residents to submit their objections in writing to N&SDC, recommending that responses include [Material Planning Considerations](#). Cllr Oldham advised that a resident and parish councils can apply to speak at [N&SDC's planning committees](#).

At this point of the meeting, it was agreed to pull forward item 33 and 26 (so the planning issue raised in point 24 could be discussed and Cllr Oldham could provide her N&SDC councillor report). Cllr Forde left the meeting before parish councillors discussed item 33a.

33. Planning Applications (Balderton Parish Council is a consultee. Newark and Sherwood District Council is the planning authority that will decide on whether permission is granted).

¹ N&SDC – Newark and Sherwood District Council

Job

- a. [25/00126/FUL](#) - Change of Use of house (Class C3) to Children's Care Home (Class C2) - 207 London Road, Balderton – Unanimous decision to [object to this application for highways safety, noise and disturbance, incompatible use reasons](#).
- b. [25/00206/FUL](#) - Change of Use of Existing Outbuilding and proposed extension - 33 Main Street, Balderton – Decision to [object to this application due to insufficient information in the application regarding the change of use](#)

Cllr Forde came back to the meeting.

26. Reports County/District councillors

No written reports were submitted before February agenda pack publication.

District Councillor Oldham – Detailed she had contacted ECL to clean up the area near the end of Staple Lane link road, following residents' complaints regarding the contractor leaving the area in an untidy state. Detailed that she/Cllr Lee/Police are working together to address issues of multiple vehicles driving dangerously on Kennedy Walk – bollards are being discussed as a potential solution with NCC² officers. Reminded attendees regarding the voluntary literary micro project books/writing materials initiative for local children in Balderton/Coddington, a box is now in the reception at Balderton Village Centre for donations.

County Councillor Smith – (was not at the meeting, clerk read parts of his report directly relating to NCC work in Balderton) Main Street, Main Street Balderton is being assessed for pothole repairs.

County/District Councillor Lee – (was not at the meeting, clerk read parts of his report directly relating to N&SDC/NCC work in Balderton). Road Resurfacing – Wilford Avenue, Lansbury Road, and Mount Road are set for full resurfacing in mid-March. Staple Lane Closure – Work has begun on installing bollards to close Staple Lane, aimed at preventing fly-tipping. School Parking Enforcement - to address illegal and hazardous parking near our primary schools, traffic wardens have been conducting twice-weekly visits over the past few months. A full report on the number of issued tickets will be available after a 12-month period.

25. Approval of the minutes of the Full Parish Council meeting held on January 29th, 2025

The minutes were unanimously approved (by members who were present at the meeting) as an accurate record and Councillor Buxton duly signed them.

27. Parish Councillor Reports

No written reports were submitted before February agenda pack publication.

Councillor Callingham – reminded everyone present of the parish council's Community Litter Pick planned for 3/3/25 and detailed she had done her usual litter picking. Reported that the first Community Organising Workshop was well received with the last session due on 7/3/25.

Councillor Forde – reported that the Newark & Sherwood District Council Civic Service (organised by Cllr Hall /N&SDC officers) held on 23/2/25 at St Giles Church and Balderton Village Centre was a fantastic event, showcasing the church, our facilities and Balderton – well done to those who had organised it.

28. Clerk's report – noted. (*Italics indicate where this report was updated during the meeting.*)

February	
Administration/ Management	External Audit 2023/24 – see item 28a.

² NCC - Nottinghamshire County Council

Job

	<p>Advert for Assistant Parish Clerk/Operations Manager has been published. This will be in the Newark Advertiser and Lincolnshire Echo, 3 online job search providers, Nottinghamshire ALC website, our website and Facebook page.</p> <p>Precept request has been sent to Newark and Sherwood District Council.</p> <p>March newsletter is being drafted.</p>
Procurement	<p>First Aid Training has been booked for May.</p> <p>Fire Training will be done when we have a full complement of staff.</p> <p>Bird/bug boxes have arrived. We need to make these squirrel proof before they are put up at the lake.</p> <p>Disability Access Survey has been completed – we are awaiting the report.</p>
Meet and Greet/ Community Showcase	This was held on Saturday 25 th January at Balderton Village Centre and went well.
Cemetery	We have drafted new application forms and will be liaising with undertakers to embed new processes, around Exclusive Right of Burial deed transfers. See items 29a and 31h.

29. Finance

- a. Conclusion of the External Audit for the year ended 31 March 2024 and the Clerk's report regarding this.
The council noted the conclusion of audit and consideration of the Clerk's report was deferred to the March meeting.

30. Committee Draft Minutes

Minutes were noted for the Amenities Committee – February 12th, 2025. Full Council agreed to accept the Amenity Committee's recommendation to introduce a fee for the administration required to make Exclusive Right of Burial ownership changes. It was unanimously agreed to set at £45. Clerk to set up new cost code on Rialtas so we can track this and work closely with the Clerical Assistant

31. 2024/2025 Action Plan Update

The clerk introduced this item, adding context to the progress made. Since the Action Plan was agreed in January 2024, there have been staffing shortages which has led to some actions not being completed as quickly as planned however the majority of the planned work is complete – **(see pages FC25/11 to FC25/14 of these minutes)**. The clerk added that since the update report was written, the Disability Access Survey (Equality Act 2010³) has been completed for our site at Coronation Street (Buildings, park included) – we are still awaiting the report, but this will be essential when considering the Council's action plan. The hard copy of our [March newsletter](#) is currently being distributed by councillors across the parish – this contains a consultation on residents' priorities. Once we have data from the consultation, the council will be able to consider an action plan for the coming years.

32. [Policies and documents](#)

The following documents were unanimously agreed to adopt/amend/not change:

- a. Complaints procedure – no changes.
- b. Dignity at work policy – updated to remove duplication as some parts covered in the employee handbook.
- c. Disclosure log criteria – no changes.
- d. Equality and diversity policy – no changes.
- e. Vexatious complaints policy – no changes.
- f. Personal Data Retention Schedule – no changes.

³ Equality Act 2010 -<https://www.legislation.gov.uk/ukpga/2010/15/contents>

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- g. Privacy Notice – Public– no changes.
- h. Privacy Notice – Cemetery – new.
- i. Privacy Notice - Councillors, staff, and volunteers -- no changes.
- j. Subject Access Request Policy -- no changes.

34. Consideration of Via East Midlands Consultation regarding Staple Lane

- a. [TRO 3395](#) – proposed 40mph limit
- b. [TRO 3396](#) - proposed prohibition of driving

Regarding TROs 3395 and 3396 – members requested that:

- i. When NCC considers/plans changes to this road again⁴ and NSDC consider planning applications close to this road, consideration should be given to the suggestion from Balderton Parish Council for a crossing to be provided from Hundred Acres Lane across Staple Lane link road.⁵
- ii. On the plan in TRO 3396, the existing speed limit on the green highlighted part of Staple Lane is incorrectly noted in the key. It states that the existing speed limit on this part of the road is 50mph. **It is 30mph.**

35. Consideration of the draft order EM/5896 - proposed stopping up of highway at rear of 17 Nightingale Close, Balderton – no comments.

36. Consideration of proposed upgrade to existing radio base station installation at CTIL 11719623, London Road Il Street works, London Road Balderton, NG24 3HG – no comments.

37. Resolution to close the meeting to the public.

The meeting was closed due to consideration of personnel matters.

A brief break was taken as a member of the public wanted to speak to the Clerk as she was leaving the meeting.

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 Clerk left the room whilst item 38 was considered.

38. Consideration of personnel matters

The council unanimously agreed on 2 personnel matters.

Meeting closed at 8.30pm

⁴ Possibly when the nature reserve between Fernwood and Balderton (British Gypsum site) is planned or when the 3 housing developers in Fernwood apply to amend their plans

⁵ [Halfway between the 2 roundabouts on plan TRO 3395 Stage 2 plan\) Feb 2025 – see agenda pack or use this link](#)

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Action Plan

October 2023 to March 2025 - Review February 2025

Balderton Parish Council prepared this action plan at the end of 2023 and adopted it in January 2024. The table below gives a summary of progress. There is a consultation item in the March 2025 newsletter so the council can consider feedback when considering a future action plan.

	Area		Target Completion Date	Position February 2025
1	Allotments	<ul style="list-style-type: none"> a. Clean up the site. b. Build bays for waste. c. Review the allotment holder agreement. d. Improve signage at the site. e. Clear vacant plots and let out to those at the top of the waiting list. 	December 2023 January 2024 January 2024 2024 January 2024	Complete Complete Complete Complete Complete
2	Balderton Lake	<ul style="list-style-type: none"> a. Appoint a company to give advice on a 10-year management plan. b. Review the lease with Grove Angling Club. c. Install new bins and rescue equipment (Safer Streets external funding). d. Install new signage (Safer Streets external funding). e. Install new fencing around Heron Way car park 	Feb/March 2024 Feb/March 2024 March 2024 2024 January 2024	Complete To be carried over 2025/6 action plan Complete Complete Complete
3	Balderton Village Centre	<ul style="list-style-type: none"> a. Review hire agreement. b. Review pricing. c. Replace lighting (LED) d. Review and replace CCTV. e. Investigate/deliver installation of sound system and fixed projector equipment. f. Increase use of the centre through marketing and encouraging community use. g. Review of processes including legionella and fire risk assessment requirements. h. Review contracts for supplies to the centre. (BT December 2024, Gas March 2024, Sanitary Services January 2024) 	February 2024 February 2024 March 2024 March 2025 March 2025 Ongoing January 2024 Ongoing	Ad hoc hirers - complete. Need to carry over introduction a regular hirer agreement Complete Complete Compete We have procured a portable PA system. Carry over integrated system Improved/ongoing Complete Complete

Job

			BT/Sanitary services complete. Ongoing process.
4	Balderton Cemetery	a. Continue to maintain the site to a high standard. b. Investigate best way to deal with waste from the cemetery	Ongoing Shredder purchased
5	Coronation Street Playing field	a. Install new four new benches ⁶ and bins ⁷ (Safer Streets external funding). b. Install youth pod (Safer Streets external funding). c. Work in partnership with N&SDC and Nottinghamshire Police to review CCTV over the area.	March 2024 Spring 2024 March 2024 Complete Complete Complete
6	Litter/dog fouling	a. Six monthly inspection of dog bins; budget provision to replace these on an ongoing basis. b. Work with local organisations to deliver community litter picks. c. Improved signage at Balderton Lake and Coronation Street playing field (Safer Streets external funding). d. Work with local stakeholders ⁸ to address the issue.	Ongoing Ongoing July 2024 Ongoing 2 reviews completed and bins replaced where needed. Ongoing. Next pick due 2/3/25 Complete Ongoing
7	St Giles Closed Churchyard	a. Continue to maintain this to a high standard. b. Conduct a churchyard wall safety review. c. Deliver works required on churchyard walls.	Ongoing. February 2024 Dept on survey results. Ongoing Survey completed. Planning permission in place. Quotes obtained. Ongoing
8	Safer Streets Project⁹	a. Work with partners to deliver this project within the timescales stipulated by the funding provider.	March 2025 On target to complete by 31/3/25.

⁶ Replace four benches in play area.

⁷ Replace two bins. Two new bins.

⁸ Newark and Sherwood District Council and Nottinghamshire County Council

⁹ Safer Streets is a project being delivered in partnership with Newark and Sherwood District Council and Nottinghamshire Police to try to tackle antisocial behaviour in certain areas of the parish. This includes provision of bins, benches, youth pod(s), improved CCTV, lighting, and signage, a water safety day, engagement sessions and introduction of a neighbourhood watch scheme.

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9	Communications/ Transparency	<ul style="list-style-type: none"> a. Actively encourage residents to come to Balderton Parish Council meetings. b. Adoption of communication and engagement policy. c. Delivery of new website. d. Introduction of Facebook page. e. Introduction of twice-yearly newsletter. 	<p>Ongoing</p> <p>November 2023 December 2023 December 2023 March 2024 (target for first issue).</p>	<p>Ongoing</p> <p>Complete Complete Complete 2 issues produced/delivered. Ongoing</p>
10	Administration and Policy review	<ul style="list-style-type: none"> a. Review of all processes/training in the parish council office to ensure that we are efficient and delivering best value. b. Introduction of quarterly finance reporting c. Introduction of councillor induction training d. Introduction of policies to ensure best practice. (Clerk to prioritise and bring to parish council meetings throughout). 	<p>March 2025</p> <p>January 2024 January 2024 March 2025</p>	<p>Ongoing.</p> <p>Complete Complete Ongoing</p>

Further information

A significant amount of progress has been made since the action plan was agreed in January 2024. It should be noted that the following achievements have been made:

- Finance** – Introduction of sector specific accounting software making financial reporting swift and efficient. Comprehensive budget coding to allow the council to fully understand the provision of each service.
- Human Resources** – We have agreed a contract with a HR provider to ensure our HR practices and policies are up to date and comprehensive as there was a lack of policies at the beginning of 2024. A staff handbook has been rolled out to all staff. We have recruited a new attendant and a temporary Clerical Assistant. Processes are being embedded, and we have regular HR management reports to the Personnel and Policy Committee. We are currently in the process of recruiting at Assistant Parish Clerk / Operations Manager

Job

3. **Health and Safety** – we have reviewed our risk assessments with the contractor that the council has used for many years. In some cases, the risk assessments were inaccurate, so we have worked to ensure they are accurate to ensure safety of everyone. We have also completed actions to address risks identified in the Legionella Risk Assessment that was completed last year. We had a fire risk assessment done to ensure the safety of our staff and users of our facilities. Memorials tests have been completed, and we have tried to reach owners.
4. **Administration management** – The administration of the council has needed to be reviewed significantly including introducing filing structure to electronic documents. Using technology is making our administration less labour intensive and more efficient and effective. This is an important ongoing process.
 - a. **Scribe**, the system that we use for burials/memorials management has lots of functionality that will help us more easily maintain the burial sites we manage going forward. Although this system has been in for some time, we had not used some of its functions. This will take time to embed but will have long term benefits. For example: when conducting memorial checks and responding to enquiries on cemetery records. We will be reviewing processes regarding cemetery management in the coming months.
 - b. **Rialtas**, the system we now use for accounting has standard sector specific reports that we need, and these can be generated in seconds rather than transposing reports into Excel as done previously.
 - c. **HugoFox**, our new website software provider, giving clear structure to our website and a simple solution for all administrative staff to use and page visitor experience.
 - d. **Facebook**, love it or hate it, this social media facility gives us the ability to share information with residents should they choose to like or follow our page.
5. **Balderton Village Centre** - We have significantly increased the number of bookings for Balderton Village Centre with the income projected to double from 2023/4 to 2024/5.

26/3/25

JABussetts