

**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 24th January 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 18<sup>th</sup> January 2024**

## **AGENDA**

1. Declarations of any intentions to record the meeting
2. To receive apologies for absence
3. Declarations of interest
4. Public Open Forum (20 minutes) - **Balderton Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting.**
5. To approve the minutes of the Full Council meeting held on December 13<sup>th</sup>, 2023
6. To note/receive reports from County and District Councillors including a discussion on concerns regarding repeated flooding on London Road
7. To receive Parish Councillors' reports
8. To receive Clerk's report
9. Finance
  - a. To approve:
    - i. Reports detailing income and expenditure for December and bank account balances
    - ii. Expenditure transactions for December 2023
  - b. To authorise the clerk to procure items which will be funded by Safer Streets 5 funding – youth pod.
  - c. To authorise purchase of:
    - i. Worknest Human Resources subscription
    - ii. Table racks
    - iii. Tree assessment
    - iv. Plumbing work required following Legionella Risk Assessment
    - v. Printer
    - vi. Materials required to build storage bays at the allotments
    - vii. Air conditioning replacement for the main hall
  - d. To consider the precept request/budgeting report and agree budgets for 2024/25 and precept required.
  - e. To consider cancellation of the council's subscription to East Midlands Councils
  - f. To consider cancellation of the Water at Work contract and how to proceed with refreshments going forward.

10. Committee membership
  - a. To elect 2 additional members for the personnel and policy committee.
  - b. To elect 1 member to the planning committee.
  - c. To discuss the village hall subcommittee and elect a new member
  
11. To consider adopting/approving the following document/policies:
  - a. Strategy and action plan
  - b. Grievance Policy
  - c. Disciplinary Policy
  - d. Sickness Absence Policy
  - e. Appraisal forms
  - f. New allotment agreement
  
12. Minutes from committees/sub committees
  - a. To note Amenities Committee Minutes held on January 10<sup>th</sup>, 2024
  - b. To note Personnel and Policy Minutes held on January 12<sup>th</sup>, 2024
  - c. To note Planning Committee Minutes held on January 15<sup>th</sup>, 2024
  - d. To consider the Amenities Committee's recommendations for the 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. To consider the Amenities Committee recommendation to postpone fete until a future year
  
13. To consider the parish council's flood assistance offer
  
14. To consider a premises licence application consultation - Balderton Post Office, 13 Main Street, Balderton
  
15. To consider the following planning applications (Balderton Parish Council is a consultee).
  - a. [23/02210/S73M](#) – Land South Of Newark Bowbridge Lane Balderton, Variation of planning condition
  - b. [23/01913/FUL](#) - Land at The Scrapyard Bowbridge Lane Balderton - Battery Energy Storage System -Revised Ecological Impact Assessment
  - c. [23/02042/HOUSE](#) - 36 Bullpit Road, Balderton - Replace existing pitched garage roof and add render.
  
16. Items of correspondence and information for consideration
  - a. Email from Newark Town Council regarding a meeting regarding cemetery provision
  - b. Email from N&SDC undertaking a review of polling districts and polling places
  - c. Offer from N&SDC to arrange a bike marking session in the Balderton Village Centre carpark
  - d. Email from Protect Newark's Green Spaces
  - e. Environment Agency NCEA monitoring network offer to monitor Balderton Lake
  
- EXEMPT BUSINESS: Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972*
  
17. To receive an update on potential offer of hand over of common land and decide on how to proceed
  
18. To consider the Personnel and Policy Committee recommendations regarding:
  - a. Staffing Structure
  - b. The clerk's 13 week review

# Balderton Parish Council Full Council Meeting

## Minutes of the meeting held on Wednesday 13<sup>th</sup> December 2023 at 7pm

### Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Jane Buxton (Chairman), Karen Callingham, Mandie Elson, Roy Fairbairn, Jean Hall (Vice Chairman), Leigh Marshall, Joy Sellars +<sup>1</sup> Ronalie Bright, Martyn Cox, Dean Scott

**Parish Clerk:** Marion Fox Goddard

**Public:** 12 residents joined the meeting

### 1. Declarations to record the meeting

The clerk recorded the meeting.

### 2. Apologies for absence

Parish Councillors: Simon Forde, Mac Mallard, Debbie Moore, Ronnie White  
District/County Councillors: John Lee, Emma Oldham

### 3. Declarations of interest

Vanessa Bracegirdle – item 10, related to one of the candidates for co-option. Jean Hall – District Councillor.

### 4. Public forum

A resident, accompanied by their neighbours who shared the same issue, raised concerns regarding parking on Main Street Balderton. This is not something the parish council has powers to resolve but it was recommended that planning enforcement at N&SDC<sup>2</sup>, NCC<sup>3</sup> and local NCC councillors are contacted directly to see what can be done to help with this issue. District Councillor Jean Hall is aware of the issue and will try to help.

### 5. Nottinghamshire Police's Girls and Women Empowerment network (GWEN) – item deferred to a future meeting.

### 6. Approval of the minutes of the Full Parish Council meeting November 8<sup>th</sup>, 2023

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

### 7. Reports from County and District councillors/Discussion regarding flooding on London Road – none present.

*County/district Councillor Lee* – written report provided after the agenda pack was published. This had been distributed to the parish councillors before the meeting. No specific updates regarding Balderton; confirmation of Cllr Lee's commitment to address issues in Balderton.

*District Councillor Oldham* – written report provided after the agenda pack was published. N&SDC have now added three more bins between the junction of London Road and Fairfield Avenue to help tackle some of the reported litter issues. The district council has unveiled new plans and illustrations with Newark Town Council for Sherwood Avenue Park. Plans can be viewed on NSDC's website. There will be an online survey in January regarding this.

<sup>1</sup> See item 10 - Co-option of 3 new councillors.

<sup>2</sup> Newark and Sherwood District Council.

<sup>3</sup> Nottinghamshire County Council

Flooding issue on London Road – Discussion deferred to next meeting.<sup>4</sup>

## 8. Parish Councillor Reports

*Councillor Buxton* – had represented the parish council at the St Giles Church Service and Air Museum on Remembrance Sunday, and attended 2 Safer Streets 5 meetings, Grievance and Disciplinary training, Newark Health Consultative Group, and a Nottinghamshire Association of Local Councils meeting.

*Cllr Callingham* - had attended the St Giles Church Service for Remembrance Sunday, NHS Listening evening regarding the urgent care centre, the methodist church History of Balderton presentation and the local MP's and Crime Commissioner's meeting about Crime in the area. Has also been liaising with the local district councillors regarding litter in the parish.

*Cllr Bracegirdle* - had attended Closed Churchyard training and the Remembrance Sunday Service.

*Cllr Marshall* – had been working on his Community Champion role.

*Cllr Fairbairn* - had attended allotment training sessions, had discussions with allotment holders and reported some potholes.

*Cllr Elson* - had attended the Remembrance Sunday Service, NHS Listening event and the methodist church History of Balderton presentation. Investigations regarding a blue plaque commemorating Frank Whittle are going well; applications do not open until summer 2024 so this is on hold until then. She had also planted 1000 bulbs on the playing field with her partner on behalf of the parish council.

*Cllr Hall* – Gave an overview of issues that she and Cllr Forde have been working on (detailed in Cllr Forde report in agenda pack).

## 9. Clerk's report

Safer Streets 5	Meeting fortnightly with N&SDC and other partners included on this bid to ensure delivery within the required timescales. See item 15b – expenditure. The police are currently looking for alternative youth shelter(s). We will need to apply for a lawful development certificate before we install these. Officers at N&SDC are working on improving the CCTV at our sites: Coronation Street Playing field and Balderton Lake (including Heron Way car park as there has been antisocial behaviour there).
Grant application John Hunt School	Last month, the school had requested funding which the council approved. They have since withdrawn their application as the item they were going to buy with the funding has sold out.
Dog bins	Replacement dog bins are on order. Via have received the application for permission to install a new bin on Staple Lane and have indicated we should receive feedback this month.
Amenities Committee	The Amenities Committee Clerk's report contains update on most of the projects that staff have been working on this month.
Administration/Management	Since the last meeting we have joined NALC courses on: Allotment Management, Grievance and Disciplinary Procedures, Internal Controls, Managing Closed Burial Grounds, The Role of Internal Audit.  The Remembrance parade went well on November 12 <sup>th</sup> , and we have had a debrief to ensure the smooth administration of this next year.

<sup>4</sup> District and Couty Councillors are aware of the issue and steps are being taken to address the flooding.

	I am continuing to review processes and policies. See items 13 and 15.
Facebook page and website	A new Balderton Parish Council Facebook page has been launched. It is hoped the website will go live w/c 18/12/23.

#### 10. Co-option of three parish councillors

Cllr Bracegirdle declared an interest so moved to the public seating area for this item. The clerk explained that an election was not called following the resignation declared at the November full council meeting and that advice had been sought regarding co-opting for all 3 vacancies at this meeting. Ronalie Bright, Dean Scott, and Martyn Cox spoke to attendees about why they had put themselves forward to be co-opted. A private vote was taken on whether to co-opt Ronalie Bright, Dean Scott, and Martyn Cox. It was unanimously agreed to co-opt them.

#### 11. Acceptance of office

Ronalie Bright, Dean Scott, and Martyn Cox duly signed their declaration of office forms and the clerk signed to witness them. Forms were given to the new councillors to complete, and they joined the meeting to consider the remainder of the business on the agenda.

#### 12. Election of members of the Personnel and Policy Committee

Cllrs, Buxton, Cox, Elson, Fairbairn, and Hall put themselves forward to be committee members. These members were unanimously elected to sit on the committee. The clerk will add this to the January agenda so the remainder of positions can be filled.

#### 13. Adoption of policies

The council unanimously agreed to adopt the following policies:

- c. General Data Protection Regulations documentation
  - i. General Privacy Notice
  - ii. Privacy Notice for staff, councillors, and role holders
  - iii. Subject Access Requests Policy
  - iv. Personal Data Retention Schedule
- d. Freedom of Information and publication scheme
- e. Disclosure log criteria
- f. Standing orders (revised)
- g. Grants Policy.
- h. The clerk explained that the national revisions on financial regulations should be available at the end of March 2024 so the council will wait to update/revise its financial regulations.

#### 14. Planning

- a. Consideration of planning applications  
(*The chair switched the order of consideration of the last 2 applications*).
  - i. [23/01911/ADV](#) – installation of signage at Grove Public House 53 London Road, Balderton – Application unanimously supported.
  - ii. [23/01957/HOUSE](#) - Removal of rear conservatory and erect single storey rear extension (Retrospective) at 68 Hawton Lane, Balderton – One councillor supported this application; the remainder had no comments.
  - iv. [23/02129/HOUSE](#) - Proposed single storey side extension and internal remodelling, 16 Tennyson Road Balderton – Application unanimously supported.

- iii. [23/01913/FUL](#) - Battery Energy Storage System (BESS) including ancillary works and access arrangements, Land at The Scrapyrd Bowbridge Lane Balderton – one councillor abstained; the remainder supported the application but agreed comments should be added to the response regarding traffic impact and the HGV turning area.
- b. Decisions made by Newark and Sherwood District Council (noted):
  - i. [23/01815/TELNOT](#) – Notification of installation of a 9m wooden pole, Haddon Drive, Balderton – noted by the planning authority with no conditions applied.
  - ii. [23/01866/TELNOT](#) - Notification of installation of 1no 9m light wooden pole, Masefield Crescent, Balderton - noted by the planning authority with no conditions applied.
  - iii. [23/00621/RMA](#) - Submission of reserved matters (layout and appearance) for Phase 1 of 19/00854/OUTM comprising a new spine road and enabling works - Grant Reserved Matters
  - iv. [23/01609/HOUSE](#) - Remove existing single storey flat roof garden room to rear elevation and replace with a proposed single storey rear extension. (3 Theresa Court Balderton) - Grant Householder Application
  - v. [23/01144/HOUSE](#) - Single storey front extension (14 Wetsyke Lane, Balderton) - Grant Householder Application

## 15. Financial statements approval

- a. The council unanimously approved the following reports:
  - i. Income/expenditure for October and bank balances.
  - ii. Expenditure transactions for October and November.
- b. The council unanimously agreed for items to be purchased for the Safer Street 5 project (funding from a grant rather than precept). However, they asked that benches with backs are purchased (rather than without). Cllr Sellars suggested buying some life rings and some throw ropes. It was agreed to discuss this with the fire service and if agreeable with them, 3 of each be purchased with a code lock rather than a combination padlock.
- c. National Joint Council for Local Government Services pay agreement 2023/24 – noted.
- d. Finance Review up to 30<sup>th</sup> September 2023 – noted.
- e. Financial Risk Assessment - This was unanimously agreed. The council noted that the Clerk/RFO are reviewing banking arrangements with a view to bringing recommendations to the January meeting.
- f. Conclusion of external audit for the year ended 31 March 2023 – noted. The council noted the clerk's report regarding this.
- g. Internal audit – The council agreed to appoint Dixon Accountancy for 2023/24 and seek a new internal auditor for 2024/25. A letter of engagement will be sent to ensure all aspects are covered.
- h. Consideration of investing some of the council's reserves with CCLA investments – the council agreed to invite a representative from CCLA to talk to the council about what they can offer.

## 16. Consideration of whether to hold a fete in 2024

One member objected and the remainder supported having a fete in 2024.

## 17. Minutes from committees/subcommittees

- a. The council noted the following minutes:
  - i. Amenities Committee held on November 18th, 2023.
- b. The council unanimously agreed to give £250 to each of the following schools to buy items to commemorate the coronation.
  - i. Chuter Ede School and Newark Academy - fruit trees
  - ii. John Hunt School - a planter.

Cllr Sellars will liaise with the schools and ask them to provide proof of purchase.

## **18. Correspondence**

- a. Email offering a 'Making your money stretch' course – The council agreed that we should arrange for this free course to be delivered at Balderton Village Centre.
- b. Email regarding Emergency Planning and places of safety – The council agreed to offer Balderton Village Centre to be used as a place of safety in the case of emergencies.

Meeting closed at 8.50pm

## **Future parish council meetings – open to the public**

- Amenities Committee Meeting: Wednesday 10<sup>th</sup> January, 7pm
- Planning Committee Meeting: Monday 15<sup>th</sup> January. 7pm
- Full Council Meeting: Wednesday 24<sup>th</sup> January, 7pm

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## 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 liaising 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.
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 the majority of 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> <p>Reports regarding a review of internal controls and banking arrangements will be brought to the February meeting.</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.

		<b>BALDERTON PARISH COUNCIL</b>	
<b>Financial Statement December 2023</b>			
<b>Wages for the period</b>		<b>02.12.2023 to 05.01.2024</b>	
Net pay		12934.73	
Tax		1731.20	
Nat. Ins.- Employees		1182.76	
Nat. Ins.- Employers		1578.94	
Pension- Employees		1053.63	
Pension- Employers		3815.95	
<b>Total</b>		<b>22297.21</b>	
<b>Cash transactions have been completed as follows:</b>			
£20000 was transferred from business account to current account			
<b>Receipts for the period</b>		<b>01.12.2023 to 31.12.2023</b>	
Hire of hall		769.00	
Dance studio		450.00	
Bar rent		200.00	
Burials & memorials		398.00	
Bank interest		515.07	
Compensation Bank		40.00	
		<b>2372.07</b>	
<b>Accounts Balances summary as of 31.12.2023</b>			
Current Account		31118.48	
Business Account		21688.01	
Chairman's Account		130.05	
CIL Account		7749.58	
32 Day Notice Account		253403.72	
Skipton Account		52104.62	
		<b>366194.46</b>	
Plus uncleared payments into bank		0.00	
Less unrepresented payments out		0.00	
		<b>366194.46</b>	
<b>Year to Date 01.04.2023 to 31.12.2023</b>			
Balance as at 01.04.2023		256704.23	
Receipts		406366.97	
Payments		296876.74	
Balance as at 31.12.23		<b>366194.46</b>	
Plus uncleared payments into bank		0.00	
Less unrepresented payments out		0.00	
		<b>366194.46</b>	

Date: 11/01/2024  
Time: 14:24:51

**Balderton Parish Council**

**Nominal Activity - Excluding No Transactions**

Date From: 01/12/2023

Date To: 31/12/2023

Transaction From: 1

Transaction To: 99999999

N/C: 5000 Name: Electricity

Account Balance: 10762.89

No	Typ	Date	Account Ref	Details
8036	PI	05/12/2023	BRI002 1663	Electricity

T/C	Value	Debit	V	B
T1	1289.54	1289.54	-	-

Totals: 1289.54

History Balance: 1289.54

N/C: 5001 Name: Gas

Account Balance: 990.31

No	Typ	Date	Account Ref	Details
8037	PI	04/12/2023	EON001 1664	Gas

T/C	Value	Debit	V	B
T5	115.06	115.06	-	-

Totals: 115.06

History Balance: 115.06

N/C: 5002 Name: Water

Account Balance: 1581.71

No	Typ	Date	Account Ref	Details
8005	PI	10/12/2023	EVE001 1650part	Water

T/C	Value	Debit	V	B
T0	169.64	169.64	-	-

Totals: 169.64

History Balance: 169.64

N/C: 5005 Name: Building maintenance

Account Balance: 7563.92

No	Typ	Date	Account Ref	Details
8002	PI	11/12/2023	LNK001 1647	New motor beer cooler
8009	PI	05/12/2023	NEW002 1652	12X keys
8011	PI	05/12/2023	MAR001 1654part	Battery for smartflush
8043	PI	20/12/2023	NEW002 1668	Mortice latch & realign doors

T/C	Value	Debit	V	B
T1	576.90	576.90	-	-
T1	78.00	78.00	-	-
T1	17.99	17.99	-	-
T1	98.75	98.75	-	-

Totals: 771.64

History Balance: 771.64

N/C: 5006 Name: Security

Account Balance: 1881.00

No	Typ	Date	Account Ref	Details
8042	PI	20/12/2023	SEC001 1667	Security Nov23

T/C	Value	Debit	V	B
T1	198.00	198.00	-	-

Totals: 198.00

History Balance: 198.00

N/C: 5007 Name: Cleaning

Account Balance: 3947.65

No	Typ	Date	Account Ref	Details
8008	PI	01/12/2023	WRI001 1651	Cleaning
8152	PI	29/12/2023	WRI001 1682	Cleaning

T/C	Value	Debit	V	B
T2	375.00	375.00	-	-
T2	275.00	275.00	-	-

Totals: 650.00

History Balance: 650.00

N/C: 5008 Name: Miscellaneous building costs

Account Balance: 399.64

No	Typ	Date	Account Ref	Details
7914	PI	01/12/2023	NEW003 1636	AED pads & battery for defibs
7999	PI	01/12/2023	WAW001 1645part	Water
8000	PI	01/12/2023	WAW001 1645part	Water

T/C	Value	Debit	V	B
T2	368.00	368.00	-	-
T1	117.84	117.84	-	-
T0	3.60	3.60	-	-

Totals: 489.44

History Balance: 489.44

N/C: 5100 Name: Tractor costs

Account Balance: 218.46

No	Typ	Date	Account Ref	Details
7997	PI	13/12/2023	FAR001 1643	Tractor repairs

T/C	Value	Debit	V	B
T1	189.22	189.22	-	-

Totals: 189.22

History Balance: 189.22

N/C: 5103 Name: Fuel

Account Balance: 1898.85

No	Typ	Date	Account Ref	Details
8140	PI	24/12/2023	UKF001 1673part	Diesel
8141	PI	10/12/2023	UKF001 1673part	Diesel

T/C	Value	Debit	V	B
T1	87.30	87.30	-	-
T1	76.60	76.60	-	-

Totals: 163.90

History Balance: 163.90

<b>N/C:</b>	5111	<b>Name:</b>	Grounds equipment/hardware		<b>Account Balance:</b>	5656.34		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
7998	PI	12/12/2023	FAR001 1644	Repair tape	T1	22.08	22.08	- -
8145	PI	14/12/2023	JEW001 1677	4X sand	T1	14.64	14.64	- -
<b>Totals:</b>						36.72		
<b>History Balance:</b>						36.72		

<b>N/C:</b>	5112	<b>Name:</b>	Uniform & PPE		<b>Account Balance:</b>	437.92		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
7918	PI	01/12/2023	MAR001 1639	Life jacket & gas refills	T1	110.72	110.72	- -
<b>Totals:</b>						110.72		
<b>History Balance:</b>						110.72		

<b>N/C:</b>	5114	<b>Name:</b>	Playing field maintenance		<b>Account Balance:</b>	781.56		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
8010	PI	01/12/2023	LYN001 1653	Hedgecutting	T1	360.00	360.00	- -
<b>Totals:</b>						360.00		
<b>History Balance:</b>						360.00		

<b>N/C:</b>	5200	<b>Name:</b>	Expenses & mileage		<b>Account Balance:</b>	315.49		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
8012	PI	05/12/2023	MAR001 1654part	Coffee,tea & milk	T0	17.28	17.28	- -
8013	PI	18/12/2023	SUE001 1655	Coffee, milk & mileage	T0	17.65	17.65	- -
<b>Totals:</b>						34.93		
<b>History Balance:</b>						34.93		

<b>N/C:</b>	5201	<b>Name:</b>	Telephone & broadband		<b>Account Balance:</b>	1337.18		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
8033	PI	04/12/2023	BT.001 1662	Internet services	T1	193.23	193.23	- -
8040	PI	06/12/2023	BT.001 1665	Phone services	T1	239.35	239.35	- -
<b>Totals:</b>						432.58		
<b>History Balance:</b>						432.58		

<b>N/C:</b>	5202	<b>Name:</b>	Subscriptions		<b>Account Balance:</b>	829.00		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
7916	PI	01/12/2023	ALL001 1638	Allotment Society subs	T1	55.00	55.00	- -
7917	PI	01/12/2023	ALL001 1638	part allotment society subs	T0	1.00	1.00	- -
8014	PI	01/12/2023	SCR001 1656	Cemetery renewal	T1	200.00	200.00	- -
<b>Totals:</b>						256.00		
<b>History Balance:</b>						256.00		

<b>N/C:</b>	5204	<b>Name:</b>	Office Supplies		<b>Account Balance:</b>	1765.28		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
7996	PI	15/12/2023	ESP001 1642	Noticeboard for reception	T1	223.00	223.00	- -
8001	PI	05/12/2023	AMA001 1646	Stamp for invoices	T1	27.08	27.08	- -
8004	PI	09/12/2023	AMA001 1649	A4 display frame	T1	5.04	5.04	- -
8028	PI	01/12/2023	A1C001 1657	Photocopy charges	T1	52.32	52.32	- -
8044	PI	19/12/2023	AMA001 1669	Laptop lock	T0	21.14	21.14	- -
8156	PI	27/12/2023	AMA001 1685	Dividers	T1	10.80	10.80	- -
<b>Totals:</b>						339.38		
<b>History Balance:</b>						339.38		

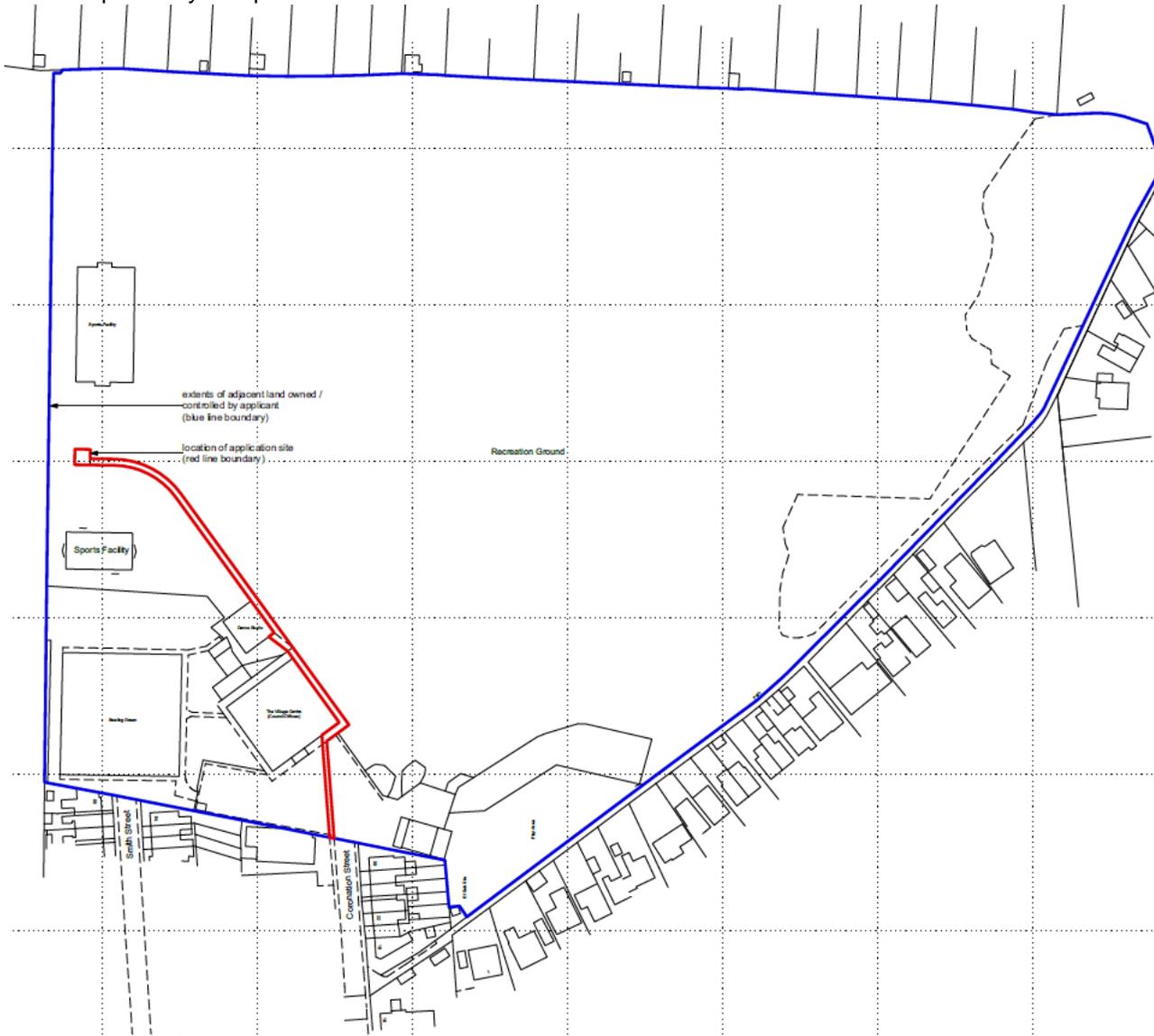
<b>N/C:</b>	5205	<b>Name:</b>	Software & IT support		<b>Account Balance:</b>	2214.22		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
8029	PI	01/12/2023	SAG001 1658	Wages & accounts pack	T1	126.00	126.00	- -
8041	PI	21/12/2023	DAT001 1666	IT support	T1	52.00	52.00	- -
8099	PI	28/12/2023	DAT001 1671	Cloud backup	T1	5.00	5.00	- -
8100	PI	27/12/2023	HUG001 1670	Website	T1	9.99	9.99	- -
8155	PI	27/12/2023	AMA001 1684	Laptop charger	T1	11.35	11.35	- -
<b>Totals:</b>						204.34		
<b>History Balance:</b>						204.34		

<b>N/C:</b>	5209	<b>Name:</b>	Audit-internal & external		<b>Account Balance:</b>	3245.00		
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>V B</b>
7912	PI	01/12/2023	PKF001 1634	External audit fees	T1	2970.00	2970.00	- -
<b>Totals:</b>						2970.00		
<b>History Balance:</b>						2970.00		

Item 9b

Item 9b

Location plan for youth pod



Site Location Plan  
(scale 1:1250)



revision a:  
drawing prepared for planning submission 15 January 2024

drawing title:

**Site Location Plan**

project title:

Proposed Play Equipment (Pod Shelter)  
Balderston Village Centre, Coronation Street,  
Balderston, Newark, for  
Balderston Parish Council

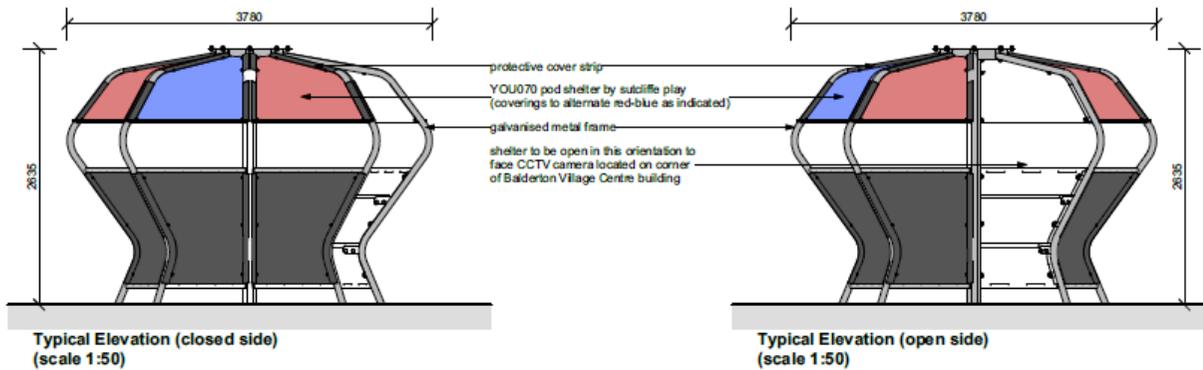
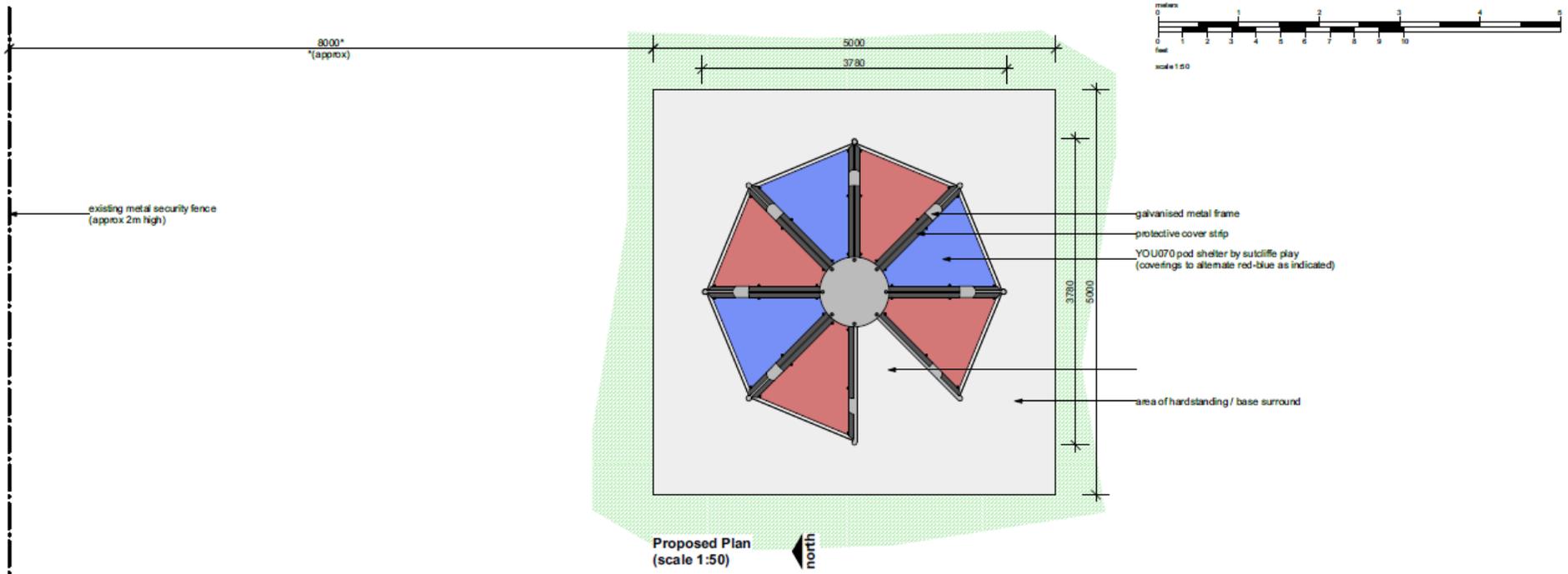
project number	drawing number	revision	status
23026	01	a	planning

drawn by	sheet size	scale	date
mac	A3	1:1250	January 2024

**verve**architecture  
architecture + planning consultancy

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Newark-on-Trent W vervearchitecture.co.uk  
NG24 4AD E mail@vervearchitecture.co.uk

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revision : 15 January 2024

drawings prepared for planning submission

drawing title:

**Proposed Play Equipment (Pod Shelter)**

project title:

Proposed Play Equipment (Pod Shelter)  
Balderton Village Centre, Coronation Street,  
Balderton, Newark, for  
Balderton Parish Council

project number	drawing number	revision	status
23026	02	a	planning
drawn by:	checked by:	scale:	date:
mbc	A3	1:50	January 2024

**verve**architecture  
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## Item 9 b and c

Agenda Item 9	Description	Price excluding VAT	Notes
b	Youth pod	£15,918.93	Funded from Safer Streets 5 funding
ci	Worknest Subscription	£1830 per annum	Recommend 5 year subscription including legal expenses claims
cii	Table Racks (Qty 3)	£1320.21	
ciii	Tree assessment	Various quotes	
civ	Plumbing work	£900	
cv	Printer	£2395 for machine. Reduced print costs for copies.	Office preference: Sharp MX3061
cvi	Allotment bay materials	£1850	
cvi	Air conditioning replacement – main hall	£6,327	

### Table trolleys

Full Council is requested to consider procurement of table trolleys to make the storage cupboard safer and to help us work towards users setting up the room for themselves.

#### 1. Quantity 1



TABLES CHAIRS STAGING STORAGE SCHOOL OFFICE COMMUNITY OUTDOOR

FREE UK MAINLAND DELIVERY  
Excludes some replacement parts

BUY DIRECT  
from the manufacturer

NEXT DAY DELIVERY  
On stock items only

BUY IN QUANTITY  
& Save £££s

MAD  
BRIT

Home > Storage > Table Trolleys > Large Table Trolley



### Large Table Trolley

★★★★★ (79)

£477.78 Inc. VAT

As low as: £338.43 Excl. VAT

Unit price £398.15 Excl. VAT

Qty 1

ADD TO BASKET

#### BUY IN BULK AND SAVE ££££

- Buy 5 to 9 items and save 5%
- Buy 10 to 19 items and save 10%
- Buy 20+ items and save 15%

Products can be grouped together to take advantage of increased discount.

<https://www.gopak.co.uk/storage/table-trolleys/large-table-trolley>

#### 2. Quantity 2



### Round Table Trolley

★★★★★ (7)

£553.24 Inc. VAT

As low as: £391.88 Excl. VAT

Unit price £461.03 Excl. VAT

Qty 1

ADD TO BASKET

#### BUY IN BULK AND SAVE ££££

- Buy 5 to 9 items and save 5%
- Buy 10 to 19 items and save 10%
- Buy 20+ items and save 15%

Products can be grouped together to take advantage of increased discount.

Overview ★★★★★ (7)

Customers Who Purchased This Item Also Bought

<https://www.gopak.co.uk/storage/table-trolleys/round-table-trolley>



## **Balderton Parish Council Budget Proposal for 2024/25**

This document outlines the proposed budget for the next financial year and the projected outcome for this year. There are notes explaining variations and proposed expenditure for 2024/25.

If you have any questions regarding this document, please email the Responsible Financial Officer at [deputyclerk@baldertonparishcouncil.gov.uk](mailto:deputyclerk@baldertonparishcouncil.gov.uk) .

This will be discussed at the Parish Council Full Council meeting on 24<sup>th</sup> January 2024.

## Expenditure

N/C		Final	Budget	Expenditure	Current	Proposed	Comments
		Expenditure	23/24	up to	Projected	budget for	
		2022/23		31/12/23	Outturn for	2024/25	
		£	£	£	£	£	
5000	Electricity	6277	22000	10762.89	18000	19000	estimated on fixed rate for full year
5001	Gas	1255	2500	990.31	1320	3000	estimated on proposed new rate for next year
5002	Water	1488	2000	1424.49	1899	2000	
5004	Entertainment & PPL/PRS licenses	180	200	180.00	180	400	will register for PPL /PRS this year
5005	Building maintenance	8925	20000	7563.92	19000	20000	2023/24 remaining expected expenditure,LED light upgrade ( many light fittings still need replacing) + roof repairs £1000+ heating repairs est.£8000. 2024/25 quote received for CCTV updating est. covers party security-not previously budgeted for.Party security being reviewed.
5006	Security (parties)	3617		1881.00	2500	2500	
5007	Cleaning (contractor & materials)	5370	6000	3480.99	4641	5500	we anticipate that demand will go up for the hall once the pricing has been renewed. This also includes the public toilet.
5008	Miscellaneous building costs	2949	2000	417.64	1000	2000	includes defibrillators & water coolers
5100	Tractor costs	447	2000	218.46	2000	2100	
5101	Mower costs	1507	2500	661.14	750	1500	
5102	Lorry costs	635	1500	527.95	650	1000	
5103	Fuel	2492	2500	1734.95	2500	2500	
5104	Vehicle tax	290	300	320.00	320	360	
5106	Tree work & survey	4885	2200		4000	2500	2023/24 new survey is needed then tree work will need to be carried out during 2024/25
5107	Turf maintenance	5537	6000	4260.15	5680	6000	
5108	Horticulture	321	400	480.93	500	525	
5109	Tool hire	150	1000	275.00	500	500	
5110	Replacement equipment	1952	6000	470.00	1000	2000	1X strimmer to be replaced this year
5111	Grounds equipment/hardware	2022	2200	5470.60	9500	2500	this year's figure includes new variseeder £4898 + we plan to buy a shredder est.£4500
5112	Uniform & PPE	1225	800	437.92	800	1000	
5113	Play equipment repairs	226	1000	198.50	1000	1000	2X rockers to be replaced this year
5114	Playing field maintenance	924	2000	698.57	1000	1100	
5115	Vandalism	942	1000	1500.00	1500	1500	
5116	Miscellaneous - parks	8106	2000	872.80	1000	1000	
5200	Expenses & mileage	420		315.49	420	500	not previously budgeted for (courses & refreshments)
5201	Telephone & broadband	1571	2300	1337.18	1700	1500	new contract £369.33 X 4
5202	Subscriptions	2764	3000	829.00	3200	4700	SLCC. NALC, Scribe, ICO, Allotment society recommend we do not renew East Midlands Councils this year (£380). 2024/25 proposed HR package £2000
5203	Insurance	7073	7000		7000	7000	insurance to be reviewed before renewal
5204	Office Supplies	727	1000	1659.67	4895	2500	23/24 replacement photocopier-quote received for £2300-2500
5205	Software & IT support	1994	2500	2202.87	4500	3000	inv £2115 for IT equipment & support not yet paid
5206	Advertising			800.00	1300	1000	23/24 recruitment advertising + first issue of newsletter due in March. 24/25 budget allocated due to twice yearly newsletter.
5207	Members' expenses	15	100	125.00	150	150	
5208	Training staff	15	2000	830.11	1000	3000	chainsaw retraining due next year (previously £1700)
5209	Audit-internal & external	1075	1200	3245.00	3500	1300	
5210	Election expenses		2000		2000	500	invoice not received yet for May 2023 elections
5211	Professional fees	1525	2500	1485.20	1500	2000	
5300	Cemetery business rates	599	700		700	700	
5301	Churchyard & cemetery water	92	100	73.47	100	100	
5302	Maintenance & Closed Churchyard	1800	10000	189.33	500	10000	survey & wall repairs required-enquiries presently being made
5303	Churchyard & cemetery improvements	108	200	2983.32	3000	2000	this year's figure included 2X plinths in cemetery extension. Next year path repairs needed est. £1000
5400	Lake maintenance	2992	3000	425.73	1000	4000	2024/25 path maintenance, wood order for fishing platforms & this year to include report advising on 10 year plan for lake est. £4000. Program of substantial lake work to be set up. Funding will set up this year so not previously budgeted for
5401	Lake improvements		2000		4000	3000	
5402	Lake security			2551.50	3400	3500	
5500	Allotments maintenance	727	1100	124.30	2700	500	23/24 £2100 for bays/ allotment tidyup
5501	Allotments rent	400	400	400.00	400	400	
5502	Allotment water			542.16	650	750	previously included in maintenance budget now shown as a new code to cover skip hire to remove waste (skips & HIAB)
5503	Allotment waste removal			587.49	1100	1000	new code (previously included in building maintenance).Clerk will be renegotiating and bringing proposals to council.
5599	Sanitary services				2166	2115	village centre (all waste from parish council bins across the parish is brought back to BVC) & cemetery bin is collected by N&SDC
5600	Refuse collection	1898	2000		2000	2300	
5601	Dog waste collection	5304	5500	2917.20	5900	6500	
5602	New dog bins		1000		1230	1000	2023/24 8X dog bins ordered (1 new Staple Lane + 7 replacements). On going replacement program agreed.
6000	Section 137	2250	3000	1678.00	2000	2000	
6100	Chairman's allowance	181	250	485.95	500	250	23/24 this was the outgoing Chairman's expenditure. There has been no expenditure since May 23.
6300	Loan repayments	12954	12954	6477.00	12954	12954	
7000-7002	Administration wages	111409	120000	82686.82	117000	120000	
7003-7006	Grounds wages	139662	145000	106973.96	145000	148000	
<b>Total</b>		<b>359277</b>	<b>418904</b>	<b>266753.96</b>	<b>418705</b>	<b>429704</b>	
6200	Safer Streets 5 Project				57048	6198	Separate from main budget as external funding has been granted for this project.

## Income

Type of income	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Income up to 31/12/23	Forecast outturn 23/4	Proposed budget for 2024/25
	£	£	£	£	£	£	£	£	£
Precept	259544	267330	279520	292266	318570	334817	351558	351558	365620
Village centre hire	17138	23670	16648	1016	9584	13725	9652	13000	16000
Allotments	766	757	855	905	921	915	950	1050	1100
Burials & memorials	6600	8093	8158	8010	12302	17306	13307	17500	17000
Dance studio		3693	904	1000	3333	4906	3835	5000	5500
Sports	4810	4826	5311	4794	5489	6851	8224	8224	8553
Lake	-280	1667	1667	1742	1742	1667	1750	1750	1820
Bank interest	645	1143	892	418	198	1096	4988	7000	10000
Misc	21961	6263	3448	19383	298	343	655	655	0
Grants	3559				8725	1699	500	500	1000
CIL monies	12464	8640				1928	174	174	0
Loan	119958								
<b>Total</b>	<b>447165</b>	<b>326082</b>	<b>317404</b>	<b>329534</b>	<b>361161</b>	<b>385252</b>	<b>395592</b>	<b>406411</b>	<b>426593</b>
Safer Streets (External funding)								57048	6198
Increase in precept		3.0%	4.6%	4.6%	9.0%	5.1%	5.0%		4.0%
Reserves at end of financial year £	224499	180185	181220	200600	233226	256704		est 225061	221950

A 4% increase in precept is required to cover the proposed budget figures for 2024/25. It is estimated £3111 of reserves will be needed to cover the expenditure budget for 2024/25

**BALDERTON PARISH COUNCIL**

**Financial Statement December 2023**

**Wages for the period 02.12.2023 to 05.01.2024**

Net pay	12934.73
Tax	1731.20
Nat. Ins.- Employees	1182.76
Nat. Ins.- Employers	1578.94
Pension- Employees	1053.63
Pension- Employers	3815.95
<b>Total</b>	<b>22297.21</b>

**Cash transactions have been completed as follows:**

£20000 was transferred from business account to current account

**Receipts for the period 01.12.2023 to 31.12.2023**

Hire of hall	769.00
Dance studio	450.00
Bar rent	200.00
Burials & memorials	398.00
Bank interest	515.07
Compensation Bank	40.00
	<b>2372.07</b>

**Accounts Balances summary as of 31.12.2023**

Current Account	31118.48
Business Account	21688.01
Chairman's Account	130.05
CIL Account	7749.58
32 Day Notice Account	253403.72
Skipton Account	52104.62
	<b>366194.46</b>
Plus uncleared payments into bank	0.00
Less unrepresented payments out	0.00
	<b>366194.46</b>

**Year to Date 01.04.2023 to 31.12.2023**

Balance as at 01.04.2023	256704.23
Receipts	406366.97
Payments	296876.74
Balance as at 31.12.23	366194.46
Plus uncleared payments into bank	0.00
Less unrepresented payments out	0.00
	<b>366194.46</b>



**Personnel and Policy Committee Terms of Reference**

**Agreed by Full Council – November 8<sup>th</sup> 2023**

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

**Purpose of this committee**

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

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

<sup>5</sup> Contracts should use national templates.

<sup>6</sup> Policies/procedures covered by the Amenities Committee are not included



## Planning Committee Terms of Reference

**Agreed by Full Council – November 8<sup>th</sup> 2023**

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

### **Purpose of this committee**

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

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



## Village Centre Subcommittee Terms of Reference

**Agreed by Full Council – November 8<sup>th</sup> 2023**

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

### **Purpose of this Subcommittee**

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

1. The letting of the centre.
2. Updating the terms of the hire agreement and policies regarding the centre.
3. Management of the site.
4. Making recommendations to the Amenities Committee regarding the medium/long-term development of the premises. Subject to the Amenities Committee being in agreement, the recommendations can be taken to full council so that appropriate financial planning can be put in place. This includes the consideration of more renewable and efficient energy options for the Village Centre such as heating, lighting, cooling and water usage.
5. Quarterly meetings will include an inspection to check the appearance and condition of the premises and their immediate surroundings, ensuring that they are:
  - clean and tidy;
  - in good decorative order;
  - in a good state of repair;
  - secure;
  - free of any obvious and significant health & safety hazards;
  - maintained in accordance with the terms and conditions of the premises licence;
  - used by hirers in accordance with the terms and conditions of hire.
6. The subcommittee’s areas and subjects of responsibility have budgetary allocations which are set annually by the amenities committee and subsequently approved by the full council. Any additional proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

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



## Balderton Parish Council Strategy

For consideration January 24<sup>th</sup>, 2024

### MISSION STATEMENT

Balderton Parish Council aims to be forward thinking and outward looking, working with the residents of the village to bring about a thriving community and sustainable environment.

The council will work collectively to:

- Improve the quality of life for the residents of Balderton parish by ensuring that the village is a desirable, thriving, and sustainable place in which to live.
- Maintain high standards of governance, integrity, and transparency.
- Adopt high standards of financial management.
- Operate efficiently and effectively.
- Be a good employer.
- Work in partnership with others.
- Communicate clearly.
- Be a learning organisation.
- Fulfil statutory and regulatory requirements.

We pledge to:

1. Effectively communicate parish council work through the introduction of a parish newsletter, delivery of a new website and a parish council Facebook page.
2. Improve the openness of council by encouraging residents to attend our meetings and meeting with residents in the community.
3. Actively engage with stakeholders to understand their views, needs and aspirations for Balderton.
4. Work with residents and organisations to enhance what is on offer for our community and improve facilities in the area.
5. Develop Balderton Village Centre as a community hub of the parish.
6. Manage Balderton Lake effectively, improving the facilities such as bins, lifebuoys, and signage.
7. Develop the Glebe Road allotments to increase the number of plots available and ensure the site is as tidy as possible.

8. Continue our Burial Authority role, providing facilities for burials and ashes interments at Balderton Cemetery.
9. Continue to maintain St Giles Churchyard ensuring a survey is completed on the church walls and necessary repairs made.
10. Work to clean up the environment through the provision of bins at our sites, dog bins across the parish, community litter picking sessions and collaborating with partners who also provide services to keep our environment clean.
11. Work with Newark and Sherwood District Council and Nottinghamshire Police to try to tackle pockets of antisocial behaviour in the parish.
12. Work closely with Nottinghamshire County Council, Newark and Sherwood District Council and any other agencies on all plans for the Parish. Additionally having good working relationships with parish councils in neighbouring communities with a view to sharing of information and liaising on matters of mutual concern.

# Action Plan

October 2023 to March 2025

For consideration January 24<sup>th</sup>, 2024

Balderton Parish Council prepared this action plain at the end of 2023. Progress on projects will be reported by the Clerk during Amenities Committee and Full Council meetings on an ongoing basis. The council will review this action plan and consider an action plan for the financial year commencing April 2025 during the autumn of 2024.

	Area	Action	Target Completion Date
1	<b>Allotments</b>	<ul style="list-style-type: none"> <li>a. Clean up the site.</li> <li>b. Build bays for waste.</li> <li>c. Review the allotment holder agreement.</li> <li>d. Improve signage at the site.</li> <li>e. Clear vacant plots and let out to those at the top of the waiting list.</li> </ul>	December 2023 January 2024 January 2024 2024 January 2024
2	<b>Balderton Lake</b>	<ul style="list-style-type: none"> <li>a. Appoint a company to give advice on a 10-year management plan.</li> <li>b. Review the lease with Grove Angling Club.</li> <li>c. Install new bins and rescue equipment (Safer Streets external funding).</li> <li>d. Install new signage (Safer Streets external funding).</li> <li>e. Install new fencing around Heron Way car park</li> </ul>	Feb/March 2024 Feb/March 2024 March 2024 2024 January 2024
3	<b>Balderton Village Centre</b>	<ul style="list-style-type: none"> <li>a. Review hire agreement.</li> <li>b. Review pricing.</li> <li>c. Replace lighting (LED more efficient/cost saving in long term)</li> <li>d. Review and replace CCTV.</li> <li>e. Investigate/deliver installation of sound system and fixed projector equipment.</li> <li>f. Increase use of the centre through marketing and encouraging community use.</li> <li>g. Review of processes including legionella and fire risk assessment requirements.</li> <li>h. Review contracts for supplies to the centre. (BT December 2024, Gas March 2024, Sanitary Services January 2024)</li> </ul>	February 2024 February 2024 March 2024 March 2025 March 2025 Ongoing January 2024 Ongoing
4	<b>Balderton Cemetery</b>	<ul style="list-style-type: none"> <li>a. Continue to maintain the site to a high standard.</li> <li>b. Investigate best way to deal with waste from the cemetery</li> </ul>	Ongoing February 2024

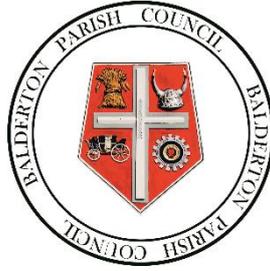
	Area	Action	Target Completion Date
5	<b>Coronation Street Playing field</b>	<ul style="list-style-type: none"> <li>a. Install new four new benches<sup>7</sup> and bins<sup>8</sup> (Safer Streets external funding).</li> <li>b. Install youth pod (Safer Streets external funding).</li> <li>c. Work in partnership with N&amp;SDC and Nottinghamshire Police to review CCTV over the area.</li> </ul>	<p>March 2024 Spring 2024 March 2024</p>
6	<b>Litter/dog fouling</b>	<ul style="list-style-type: none"> <li>a. Six monthly inspection of dog bins; budget provision to replace these on an ongoing basis.</li> <li>b. Work with local organisations to deliver community litter picks.</li> <li>c. Improved signage at Balderton Lake and Coronation Street playing field (Safer Streets external funding).</li> <li>d. Work with local stakeholders<sup>9</sup> to address the issue.</li> </ul>	<p>Ongoing</p> <p>Ongoing July 2024</p> <p>Ongoing</p>
7	<b>St Giles Closed Churchyard</b>	<ul style="list-style-type: none"> <li>a. Continue to maintain this to a high standard.</li> <li>b. Conduct a churchyard wall safety review.</li> <li>c. Deliver works required on churchyard walls.</li> </ul>	<p>Ongoing. February 2024 Dept on survey results.</p>
8	<b>Safer Streets Project<sup>10</sup></b>	<ul style="list-style-type: none"> <li>a. Work with partners to deliver this project within the timescales stipulated by the funding provider.</li> </ul>	<p>March 2025</p>
9	<b>Communications/ Transparency</b>	<ul style="list-style-type: none"> <li>a. Actively encourage residents to come to Balderton Parish Council meetings.</li> <li>b. Adoption of communication and engagement policy.</li> <li>c. Delivery of new website.</li> <li>d. Introduction of Facebook page.</li> <li>e. Introduction of twice-yearly newsletter.</li> </ul>	<p>Ongoing November 2023 December 2023 December 2023 March 2024 <i>(target for first issue).</i></p>
10	<b>Administration and Policy review</b>	<ul style="list-style-type: none"> <li>a. Review of all processes/training in the parish council office to ensure that we are efficient and delivering best value.</li> <li>b. Introduction of quarterly finance reporting.</li> <li>c. Introduction of councillor induction training.</li> <li>d. Introduction of policies to ensure best practice. <i>(Clerk to prioritise and bring to parish council meetings throughout).</i></li> </ul>	<p>March 2025</p> <p>January 2024 January 2024 March 2025</p>

<sup>7</sup> Replace four benches in play area.

<sup>8</sup> Replace two bins. Two new bins.

<sup>9</sup> Newark and Sherwood District Council and Nottinghamshire County Council

<sup>10</sup> 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.



## Grievance Policy

**For consideration on January 24<sup>th</sup> 2024**

### Introduction

1. This policy was written by National Association of Local Councils and is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
  - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - any changes to specified time limits must be agreed by the employee and the Council
  - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
  - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
  - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition

- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[ ] council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

#### **Informal grievance procedure**

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chair of the Personnel and Policy Committee or, if appropriate, another member of the Personnel and Policy Committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

## **Formal grievance procedure**

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the Personnel and Policy Committee.
6. The Personnel and Policy Committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

## **Investigation**

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

## **Notification**

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chair and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Council's grievance policy
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
  - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
  - findings of the investigation if there has been an investigation
  - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

## **The grievance meeting**

10. At the grievance meeting:
  - the Chair will introduce the members of the sub-committee to the employee
  - the employee (or companion) will set out the grievance and present the evidence
  - the Chair will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
  - any member of the sub-committee and the employee (or the companion) may question any witness
  - the employee (or companion) will have the opportunity to sum up the case

- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chair will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

### **The appeal**

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Personnel and Policy Committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
- a failure by the Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the sub-committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the Personnel and Policy Committee who have not previously been involved in the case. There may be insufficient members of the Personnel and Policy Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Personnel and Policy Committee. The appeal panel will appoint a Chair from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chair will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chair will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the Personnel and Policy Committee or substitute its own decision.
20. The decision of the appeal panel is final.



## Disciplinary Policy

For consideration on January 24<sup>th</sup> 2024

### Introduction

1 This policy was written by National Association of Local Councils and is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

[https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

3 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions

- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

### **Examples of misconduct**

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- unauthorised absence
  - poor timekeeping
  - misuse of the Council's resources and facilities including telephone, email and internet
  - inappropriate behaviour
  - refusal to follow reasonable instructions
  - breach of health and safety rules.

### **Examples of gross misconduct**

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
- bullying, discrimination and harassment
  - incapacity at work because of alcohol or drugs
  - violent behaviour
  - fraud or theft
  - gross negligence
  - gross insubordination

- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

## **Suspension**

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

## **Examples of unsatisfactory work performance**

- 9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
  - inadequate IT skills
  - unsatisfactory management of staff
  - unsatisfactory communication skills.

## **The Procedure**

- 10 Preliminary enquiries\_ The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

## **Disciplinary investigation**

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

- 13 If a formal disciplinary investigation is required, the Council's Personnel and Policy Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Personnel and Policy Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel and Policy Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
  - whether a recommendation is required
  - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The Personnel and Policy Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Personnel and Policy Committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
  - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Personnel and Policy Committee which will decide whether further action will be taken.

- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

- 22 If the Personnel and Policy Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee.
- 23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
- the names of its Chair and other two members
  - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
  - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
    - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
    - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
  - the Chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
  - the Chair will invite the employee to present their account
  - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
  - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
  - the employee (or companion) will have the opportunity to sum up
- 24 The Chair will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chair will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

### **Disciplinary action**

- 26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:
- First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### **Dismissal**

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

### **The appeal**

28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

29 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case

- new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the Personnel and Policy Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Personnel and Policy Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chair from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chair will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chair will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the Personnel and Policy Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.



## SICKNESS ABSENCE POLICY

For consideration on January 24<sup>th</sup> 2024

### (Management of) Sickness Absence Policy & Procedures

#### Purpose

The purpose of this policy is to detail both the support that will be available to employees and the steps that Balderton Parish council will take to monitor and manage absence.

#### Scope

This policy applies to all staff employed by the parish council.

The policy and its associated procedures relate to absence due to ill health and its effect on the ability of members of staff to carry out their duties and should be distinguished from unauthorised absence which is an issue of conduct that may fall within the scope of the parish council's disciplinary procedures.

#### Aims

Whilst it is accepted that employees may, from time to time, be absent from work due to sickness, the management of sickness absence is vital to the parish council for several reasons. Through the application of this policy the parish council aims to:

- i. reduce the level of sickness absences through early intervention and support.
- ii. ensure a fair and consistent approach to the management of sickness absence without discrimination.
- iii. limit the consequences for staff and the parish council's activities when such absence does occur.
- iv. support staff through periods of ill health with the aim of securing their early and sustained return to work or other resolution as appropriate.
- v. reduce the likelihood of sickness absence, by identifying causes of absence and recommending, where practical, changes necessary in working practices or environment.
- vi. ensure that the parish council complies with equality legislation and any other relevant statutory requirements.

#### General Provisions

The parish council places a high value on the health of all staff and encourages health promotion and improvement.

All staff are responsible for the effective management of absence due to ill health and its impact upon work performance and service levels. It is imperative that all managers, act in a caring manner.

In applying this policy and its associated procedures, decisions will be made on the basis of information obtained through discussion/interview findings, attendance data and medical advice. Information relating to sickness absence should not be divulged to third parties not involved in the process without the permission of the employee, which will not be unreasonably withheld.

## **Recording and Monitoring Sickness Absence**

Monitoring absence in a systematic fashion has been shown to facilitate the early identification of an employee's health problems and reduce levels of absence. It also enables the Parish council to identify working practices or environments which may be contributing to absence through ill health.

It is the responsibility of the clerk to record, report and monitor the attendance of all staff. This involves monitoring levels and patterns of absence and taking appropriate action in accordance with the Sickness Absence Procedures.

When absent from work due to sickness or accident, members of staff are required to adhere to the Notification and Certification Procedures.

## **Communication**

### **Contact during an absence**

6.1.1 During periods of absence both managers and staff are required to maintain contact at a reasonable frequency to ensure appropriate support is received. On receipt of a fit note from their GP, staff must contact their manager immediately to discuss their fitness to work.

6.1.2 Payment of sick pay is also dependent on employees adhering to the notification and certification procedures .

### **Contact on Return to Work**

6.2.1 The clerk<sup>11</sup> should make contact with an employee returning to work after each spell of sickness absence. This should normally be face to face, however, in some circumstances it may be appropriate to hold a conversation by telephone. Meetings or discussions should be carried out, sympathetically and in private, by a specified person on the day the employee returns completing the **Return to Work Discussion /Interview Form**. The aims of the discussion will include confirming the cause of the absence and ascertaining whether the employee needs any further support in making a successful return to work; concern for the welfare of the employee; and ensuring the situation is being managed to minimise further absences. Where appropriate the employee may be referred to Occupational Health or the Disability Advisory and Support Service for further assessment or support.

## **Medical Appointments**

7.1 The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work with pay for such appointments. Requests for appointments should be submitted to the clerk in writing email/letter. Decisions on whether paid leave will be allowed will be to the clerk's discretion.

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<sup>11</sup> If the clerk is sick, the chairman will perform the role of the clerk in the sickness procedure.

## **Medical Advice**

- 8.1 The council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the council might refer to occupational health or a medical practitioner include the following:
- i. to seek a medical report on your illness or injury;
  - ii. to establish when you might be able to return to work;
  - iii. to understand when you are likely to be fully fit to resume your normal duties;
  - iv. to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
  - v. to understand when you are likely to be fit to undertake any alternative duties;
  - vi. to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
  - vii. to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
  - viii. to understand the likely recurrence of the illness or injury once you have returned to work; and
  - ix. to discuss any adjustments that could be made to accommodate your disability, if you are disabled.
- 8.2 The council will pay the cost of the report and you will have the right to see it. The council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.
- 8.3 If you choose not to consent to an occupational health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

## **Data Protection**

- 9.1 The council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data.

## Sickness Absence Procedures

### Notification

- 1.1. Entitlement to and payment of SSP and Occupational Sick Pay is subject to staff complying with these notification and certification procedures.
- 1.2. Notification requirements related to sickness must be brought to the attention of all staff.
  - i. Email/telephone your line manager<sup>12</sup>, before your normal start time for work on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the council is notified.
  - ii. the frequency of ongoing contact required should the absence be more than one day in length, should be no less than weekly
  - iii. certificates/statements must be sent to the clerk as soon as possible (if applicable).

### Certification

- 2.1 For absence of seven calendar days or less, a self-certification must be completed and submitted on the day of return
- 2.2 After seven calendar days, the member of staff must obtain a statement of fitness to work (a 'fit note') from their GP covering any further periods of sickness in the same absence period. This statement must be posted to their manager or nominee on the same or next day.
- 2.3 The fit note will provide advice from the GP as to whether the member of staff is 'unfit for work' in which case they shall remain off sick, or 'may be fit for work' if suitable support can be given by the Parish council. If the fit note indicates they may be fit to work the employee must contact the Clerk immediately to explore this option. If it is not possible to make suitable adjustments then the employee will remain off sick and treat the fit note as if it had advised 'not fit for work'. A further note confirming this is not required.
- 2.4. An employee may return to work at the end of the period stated on the fit note, or sooner if their manager agrees it is appropriate. Confirmation of fitness to return will no longer be provided by GPs.
- 2.5 When calculating an absence period, note that all calendar days including weekends and/or rest days are counted as days of absence.

### 3. Return to work Discussion/Interview

- 3.1 A return to work discussion/interview must be conducted between the employee and their line manager and the parish clerk on the day the employee returns to work. If this is not possible on your first day back, the meeting may take place later. The return-to-

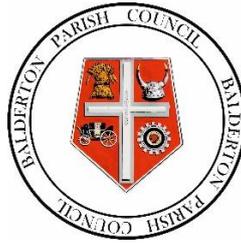
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<sup>12</sup> In the case of the clerk, this should be reported to the chairman,

work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include:

- i. a welcome back to work;
- ii. outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- iii. a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- iv. explain that the absence will be recorded;
- v. establish if medical advice has been sought (if appropriate);
- vi. ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- vii. a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- viii. a handover of work where appropriate.

**Appendix 1: Self Certification Form**



**SELF CERTIFICATION FORM**

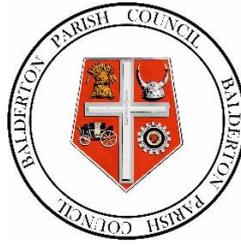
If an employee's sickness has been longer than 7 continuous calendar days they must provide their manager a medical note ((now known as fit note). **If less than 7 days, they must complete and provide this self certification form.**

<b>Name</b>	<b>Post</b>

**RECORD OF ABSENCE**

<b>Return to work date</b>			
<b>Dates of absence</b>	<b>From</b>		<b>To</b>
<b>Number of Hours Lost</b>			
<b>Reason for Absence</b>			
<b>Are you fit to resume normal duties?</b>	<b>Yes</b>	<b>No</b>	
<b>Notes</b>			
<b>Employee's Signature</b>			
<b>Date</b>			
<b>Employer's Signature</b>			
<b>Date</b>			

## Appendix 2: Return to work discussion/Interview Form



### RETURN TO WORK DISCUSSION / INTERVIEW FORM

The Return to Work (RTW) Discussion/Interview Form is designed as a guide and prompt for good practice for line managers when meeting with employees on return to work from sickness absence.

The RTW interview is designed to support staff in their return to work and help build and maintain a good manager-staff relationship. The form and length of this discussion will vary greatly according to the circumstances of the absence from a very short discussion where the absence has been one-off and short to a longer confidential discussion or interview where there are significant issues to discuss. It is important that line managers carry out these discussions in a confidential, supportive and constructive manner.

If an employee's sickness absence has been longer than 7 continuous calendar days they must provide their manager a medical note (now known as fit note) to cover them. If less than 7 days, they must complete and provide a completed self-certification form.

NAME:

POST:

#### Section One: Absence Details

Date of Return to Work:

Dates of absence: From:

To:

Hours lost:

Did the employee follow the correct absence reporting procedure?

Self-Certification/Doctor's note received?

Reason for Absence:

Is the employee fit to resume normal duties?

#### Section Two: Return to Work Interview

Date of Interview:

#### TOTAL ABSENCES OVER THE LAST 12 MONTHS (*including this period of absence*)

No. of occasions: \_\_\_\_\_ Total hours lost:

Issues to address and employee response:

Employee's Signature: \_\_\_\_\_

Manager's Signature:

Date: \_\_\_\_\_

Date:

Item 6b



## SELF APPRAISAL FORM

This form may be used when an employee is asked to make an assessment of his/her own performance and needs, for discussion with the manager/assessor.

Name

Date of appraisal \_\_/\_\_/\_\_\_\_

Your next Appraisal Meeting will take place on:

Date: \_\_/\_\_/\_\_

Time:

### Purpose of the Meeting

To enable you to discuss, with your manager, your job performance and your future. The discussion should aim at a clearer understanding of:

The main scope and purpose of your job

Agreements on your objectives and tasks

Standards or targets for measuring your performance

Your training and future prospects

*You can prepare for the meeting and discussion by completing this form.*

*You may show this form to your manager. This will give him or her time to consider your problems and suggestions. If you do so, it will not be copied or filed without your permission.*

*If you prefer, you can use this form for your own guidance only, and not show it to anyone.*

*You will be given the opportunity to read the appraisal form prepared by your manager; you will be able to add your comments, and sign the appraisal form.*

*Bring to the appraisal meeting:*

- *your current job description*
- *your current action plan*

## Self appraisal

Name : .....

1. Mark the appropriate answers, and comment below

(a) Do you have an up-to-date job description?  Yes  No

Do you have an up-to-date action plan?  Yes  No

Do you understand all the requirements of your job?  
 Yes  No

Do you have regular opportunities to discuss your work, and action plans?  
 Yes  No

Have you carried out the improvements agreed with your manager at the last appropriate meeting?  
 Yes  No

2. What have you accomplished, over and above the minimum requirements of your job description, in the period under review (consider the early part of the period as well as more recent events)? Have you made any innovations?

3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control which prevented you from performing effectively?

4. What parts of your job, do you:

(a) do best?

do less well?

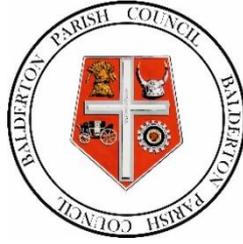
have difficulty with?

fail to enjoy?

5. Have you any skills, aptitudes, or knowledge not fully utilised in your job? If so, what are they and how could they be used?

6. Can you suggest training which would help to improve your performance or development?

7. Additional remarks, notes, questions, or suggestions



## APPRAISAL FORM

This form is used to record the issues discussed at an employee's performance appraisal meeting.

<b>Employee's name:</b>	
<b>Job title:</b>	
<b>Date of engagement:</b>	
<b>Manager:</b>	
<b>Date of meeting:</b>	
<b>Current performance</b>	
<b>Objective/competence 1:</b> <i>State the objective/competence and record the results of discussion on the key areas of the job. Include a summary of achievement against the objective.</i>	
<b>Objective/competence 2:</b>	
<b>Objective/competence 3:</b>	
<b>Development summary:</b> <i>Record any areas of the employee's work where further training and support is required or would be beneficial, and any areas where performance is particularly strong but could be developed even further.</i>	

**Development and training**

*This section should list specific requirements for any training or development. This may include training courses, attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or help him/her to develop.*

**Career planning**

*This section should record any areas of the organisation in which the employee has expressed a specific interest.*

**Other areas of discussion**

*This section should record any other points raised at the appraisal meeting.*

**Assessment Level**

This is based on performance over the year against objectives achieved

**Outstanding performance**

*(Objectives exceeded and competencies more than fully demonstrated)*

**Standard performance**

*(Objectives met and competencies fully demonstrated at required levels)*

**Less than standard performance with development needs**

*(Most objectives met but development required to fully meet some/all objectives)*

**Unsatisfactory performance**

*(Performance unacceptable; objectives not met and competencies not demonstrated)*

Note: This level of assessment will require further action. Either further training should be provided (if appropriate) or consideration should be given to issuing a warning.

**Employee's signature:**

<p>Note: This signature acknowledges that you have read the above appraisal and discussed it with your manager. It does not necessarily imply that you agree with the assessments.</p>	
<p><b>Employee's Comments:</b></p> <p>Note: Here you may express agreement or disagreement with the assessment, or add any other comments you wish.</p>	

<p><b>Appraiser's signature:</b></p>	
<p><b>Date:</b></p>	
<p><b>Reviewing manager's signature:</b></p>	
<p><b>Date:</b></p>	
<p><i>One copy of this completed form must be handed to the employee and one will be placed in the employee's personnel file. A copy may also be retained by the appraiser.</i></p>	

# Allotment Holder Agreement

Based on National Allotment Society Agreement

© NSALG 2011

THIS AGREEMENT is made the.....day of.....

BETWEEN

(1) Balderton Parish Council of Balderton Village Centre, Coronation Street, Balderton, NG24 3BD, ("the Council") and

(2)

of

("the Tenant")

*This Agreement sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This Agreement supersedes all prior agreements, correspondence, undertakings, or promises, whether oral or written, of any party to this Agreement.*

NOW IT IS AGREED as follows:

### **1. Interpretation**

- 1.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.
- 1.2. Where the Tenant is more than one person the obligations and liabilities will be joint and several obligations and liabilities of those persons.
- 1.3. The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

### **2. Allotment**

- 2.1. The Council agrees to let and the Tenant agrees to take all that piece of land situated at (the Allotment Site") numbered on the Council's allotment plan and containing approximately square metres ("the Allotment Garden").

### **3. Tenancy and Rent**

- 3.1. The Allotment Garden shall be held on a yearly tenancy from September 1<sup>st</sup> at an annual rent of £ which is payable to the Council by the Tenant on the 29<sup>th</sup> September of each year ("the Rent Day").
- 3.2. 2 months notice of any rent increase will be given by the Council to the Tenant in the preceding year to take effect the following year.
- 3.3. Water supply shall be included in the rental charge.
- 3.4. Where additional amenities are provided on the Allotment Site these may be taken into account when setting the following year's rent.

#### **4. Bond<sup>13</sup>**

4.1 The Tenant will pay the council a refundable bond of £100 by cash. This must be handed to the council before the key to the allotment site is handed over to the tenant.

4.2 The council will return the bond to the Tenant subject to the allotment being left in a clean and satisfactory condition and the key returned to the parish council office (see clause 11). Should the plot not be left in a clean and satisfactory condition and the key not returned, the council will retain the bond and use this towards bringing the allotment to a satisfactory condition. Should this cost more than £100 the tenant will be charged. Should this be less than £100 the balance will be repaid to the tenant.

#### **5. Rates and Taxes**

5.1. The Council will pay all rates and taxes.

#### **6. Cultivation and Use**

6.1. The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his family) and for no other purpose and keep it free of hazards, e.g. broken glass or scrap metal etc., and reasonably free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.

6.2. The Tenant may not carry on any trade or business from the Allotment Site.

6.3. The Tenant shall have at least  $\frac{1}{4}$  of the Allotment Garden under cultivation of crops after 3 months and at least  $\frac{3}{4}$  of the Allotment Garden under cultivation of crops after 12 months and thereafter.

6.4. The maximum amount of the Allotment Garden allowed to be hard landscaped e.g. patio, internal paths etc is 20%.

#### **7. Prohibition on Under letting**

7.1. The Tenant shall not underlet, assign or part with possession of the Allotment Garden or any part thereof. (This shall not prohibit another person, authorised by the Tenant, from cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday, the site representative to be informed of the other person's name.)

#### **8. Conduct**

8.1. The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site.

8.2. The Tenant must comply with the conditions of use attached as Schedule 1.

8.3. The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or neighbouring resident of the Allotment Site and must conduct himself appropriately at all times.

8.4. The Allotment Garden may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the Allotment Garden.

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<sup>13</sup> Clause 4 will be used for new tenants only. For existing tenant this will read 'A £10 key deposit is payable for keys to the allotment; this will be returned to the tenant when the keys are returned to the parish council office'.

- 8.5. The Tenant shall not enter onto any other plot at any time without the express permission of the relevant plot holder.
- 8.6. Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another plot without the express permission of the relevant plot holder. The Tenant is responsible for the actions of children and others entering the Allotment Site with his permission.
- 8.7. The Tenant must not remove produce from any other plot without the express permission of the relevant plot holder.

## **9. Lease Terms**

- 9.1. The Tenant must observe and perform all conditions and covenants that apply to the Allotment Site contained in any lease under which the Council hold the Allotment Site.

## **10. Termination of Tenancy**

- 10.1. The tenancy of the Allotment Garden shall terminate

10.1.1. automatically on the Rent Day next after the death of the Tenant, or

10.1.2. by either the Council or the Tenant giving to the other at least twelve months notice in writing expiring on or before 6 April or on or after 29 September in any year, or

10.1.3. by re-entry by the Council after 3 months previous notice in writing to the Tenant on account of the Allotment Garden being required:

10.1.3.1. for building, mining, or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes, or

10.1.3.2. for any purpose (not being the use of the Allotment Garden for agriculture) for which it was acquired by the Council, or has been appropriated under any statutory provision, or

10.1.4. by re-entry if the rent is in arrears for not less than 40 days, or

10.1.5. by re-entry if the Tenant is not duly observing the conditions of this tenancy, or

10.1.6. by the Council giving the Tenant at least one months notice in writing if, not less than 3 months after the commencement of this Agreement, it appears to the Council that the Tenant is resident more than one mile out of the borough, district or parish.

11. In the event of the termination of the tenancy the Tenant shall return to the Council any property (keys, etc.) made available to him during the Tenancy and shall leave the plot in a clean and tidy condition. If in the opinion of the Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (section 4 Allotments Act 1950).

## **12. Change of Contact Details**

- 12.1. The Tenant must immediately inform the Council of any change of address, telephone number or email address.

## **13. Notices**

- 13.1. Any notice given under this agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by registered post or recorded delivery. A notice may be sent by fax or email if a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day.

13.2. Any notice served on the Tenant should be delivered at or sent to his last known home address. Any address served on the Council should be sent to the address given in this agreement or any address specified in a notice given by the Council to the Tenant.

13.3. A notice sent by registered post or recorded delivery is to be treated as having been served on the third working day after posting whether it is received or not.

13.4. A notice sent by fax or email is to be treated as served on the day on which it is sent or the next working day where the fax or email is sent after 1600 hours or on a non working day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

Executed by the Council by

In the presence of

Signed by the Tenant

In the presence of

## SCHEDULE 1

### Conditions of Use

#### 1. Trees

- 1.1. The Tenant shall not without the written consent of the Council cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees.
- 1.2. The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council.

#### 2. Hedges and Paths

- 2.1. The Tenant shall keep every hedge that forms part of the boundary of his Allotment Garden properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his Allotment Garden.
- 2.2. The Tenant shall not use any barbed or razor wire (or similar) for a fence adjoining any path on the Allotment Site.
- 2.3. Public paths and haulage ways (roads) must be kept clear at all times.
- 2.4. All paths must be kept a minimum of 45 centimetres wide.

#### 3. Security

- 3.1. The Tenant shall be issued with a key/code/card to access the Allotment Site either by car or on foot. No replicas are to be made. No codes shall be passed to anyone other than the person authorised by the Tenant to work on his Allotment Garden under paragraph 5 of the Agreement.
- 3.2. The key/code/card is to be used by the Tenant only or by an authorised person under paragraph 5 of the Agreement.
- 3.3. The main access gate shall be closed and locked at all times. (For the protection of lone tenants and prevention of unauthorised visitors, the emergency services will be provided with keys). Please ensure that the gate is locked at all times after you enter and after you leave the Allotment Site.

#### 4. Inspection

- 4.1. Council representatives will inspect allotments twice each year. Should a plot not be maintained as stipulated by the terms of the this agreement, the council will write to the tenant to explain which terms are not being met and giving the tenant a reasonable opportunity to meet the terms of the agreement. Should this not be met the council reserves the right to cancel the agreement. (see clause 10).
- 4.2. An officer of the Council if so directed may enter allotment gardens for inspection of the state of cultivation and general condition of the plot, sheds, greenhouses, polytunnels and any livestock and full access must be given by the Tenant to the officer at a mutually agreed, mutually convenient time.

#### 5. Water/Hoses /Fires

- 5.1. The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.

5.2. The Tenant shall have consideration at all times for other tenants when extracting water from water points. No hoses are to be used at any time.

5.3. Fires are allowed for the burning of materials from the Allotment Garden only i.e. diseased plants and dried-out organic material that will burn without smoke or hazardous residue, between the hours of 15.00 and 19.00 and 15.00 and dusk in winter. All fires must be always attended and not cause a nuisance to neighbouring residents or other plot holders. All fires must be fully extinguished before leaving the site. The Tenant shall not bring or allow to be brought on to the Allotment Site any materials for the purpose of burning such waste. Fires only permitted when the wind is in the correct direction i.e blowing down to the playing field and not in the direction of homes close to the allotments. The tenant may only have a fire within their plot. he tenant should be be prepared to extinguish if environmental conditions change or advised by council official or an allotment members representative.

5.4 Tenants are not permitted burn their allotment waste elsewhere on the Allotment Site.

## **6. Dogs**

6.1. The Tenant shall not bring or cause to be brought onto the Allotment Site a dog unless it is held at all times on a leash, and remains on the Tenant's Allotment Garden only. Any faeces to be removed and disposed of off site by the Tenant.

## **7. Livestock**

7.1 Except with the prior written consent of the Council the Tenant shall not keep any animals or livestock or insects (i.e. bees) on the Allotment Garden to the extent permitted by section 12 Allotments Act 1950. (Such animals are not to be kept for trade or business purposes and accordingly to be limited in number as the Council may provide in writing.)

7.2 Livestock must be kept so that they are not prejudicial to health or a nuisance.

## **8. Buildings and Structures**

8.1. The Tenant shall not without the written consent of the Council erect any building or pond on the Allotment Garden, provided that consent shall not be refused under this clause for the erection of any building reasonably necessary for the purpose of keeping rabbits or hens or be unreasonably withheld for the erection of a garden shed, greenhouse or polytunnel the maximum size and positioning of which shall be determined by the Council. The Tenant may also require permission from the relevant planning authority.

8.2. Only glass substitutes such as polycarbonate, perspex or other alternatives may be used in any permitted structures.

8.3. The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of the Council.

8.4. Oil, fuel, lubricants or other inflammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.

8.5. The Council will not be held responsible for loss by accident, fire, theft or damage from Allotment Garden.

## **9. General**

9.1. The Tenant shall not deposit or allow other persons to deposit on the Allotment Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably

be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the Allotment Site.

9.2. The Tenant must cover any manure on the Allotment Garden which has not been dug in.

9.3. All non compostable waste shall be removed from the Allotment Site by the Tenant.

9.4. The Tenant shall not utilise carpets or underlay on the Allotment Garden.

9.5. The Tenant will not use carpet or tyres on the allotment.

## **10. Chemicals, Pests, Diseases and Vermin**

10.1. Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.

10.2. When using any sprays or fertilisers the Tenant must

10.2.1. take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and

10.2.2. so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and

10.2.3. comply at all times with current regulations on the use of such sprays and fertiliser.

10.3. The use and storage of chemicals must be in compliance with the all relevant legislation.

10.4. Any incidence of vermin (rats) on the Allotment Site must be reported to the Council.

## **11. Notices**

11.1. The Tenant will endeavour to maintain the plot number provided by the Council in good order and ensure it is visible at all times.

11.2. The Tenant shall not erect any notice or advertisement on the Allotment Site without prior consent of the Council.

## **12. Car Parking**

12.1. Only the Tenant or persons acting for them shall be permitted to bring cars onto the site and they must be parked in the designated areas for parking shown on the allotment plan and not obstruct the haulage ways at any time.

12.2. Where safe cars may be taken to plots to drop off or collecting from that allotment plot. Parking in these circumstances must be temporary (maximum 15 minutes) and not cause any blockage or nuisance to any other allotment site user.

# Balderton Parish Council Amenities Committee

## Minutes of meeting held on Wednesday 10<sup>th</sup> January 2024 at 7pm

### Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Jane Buxton, Karen Callingham, Mandie Elson (Chair), Roy Fairbairn, Simon Forde, Debbie Moore from 8pm) (Vice Chair) and Joy Sellars

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

**Public:** 2 Balderton residents and 1 member of Balderton Cricket Club

### 19. Declarations to record the meeting

The clerk recorded the meeting.

### 20. Apologies for absence

Apologies were received from Councillors Hall and Marshall. Councillors Mallard and White also sent apologies and have stepped down from this committee.

### 21. Declarations of interest

Roy Fairbairn – Allotment holder. Simon Forde – District Councillor.

### 22. Public Open Forum

A resident raised concerns regarding the flooding on the playing field and had brought another resident with experience of using a company using a Verti drain machine on pitches. A phone number and indicative price was given to the clerk. (See item 8).

### 23. Minutes of the Amenities Committee held on November 29<sup>th</sup>, 2023

The minutes were approved as an accurate record and Councillor Elson duly signed them. Councillor Fairbairn raised a query regarding naming who objects to/supports decisions in minutes and was referred to standing orders<sup>14</sup> on how to request this.

### 24. Clerk's update

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

	Item	Update
1	Artificial Cricket Wicket	Balderton Cricket Club have been informed that their application to National Highways for funding was not granted.
2	Replacement dog bins	Replacement bins <i>have been installed</i> . <i>Via have approved the amended position for the new bin on Staple Lane so the grounds team can install this this month.</i>
3	Millennium Clock	Councillors have begun to look for funding options. Approval being sought from landowner before this is moved forward – no update at this stage.
4	Regular user keys/fobs	Issuing of keys/fobs to regular users now in place.

<sup>14</sup> Balderton Parish Council Standing Order 3s.

	Item	Update
5	Bulbs for Coronation Street playing field.	Bulbs planted on the playing field by Councillor Elson and her partner in December.
6	Fencing around Heron Way carpark	Work to replace this has been delayed due to rainfall and the holes being full of water. this will be done as soon as the conditions are suited to getting the job done. <i>A temporary fence was installed w/c 1/1/24.</i>
7	Lake	Ground staff spent 7 days removing the pond weed from the pump pond last month. On December 13 <sup>th</sup> , a representative from the Environment Agency came to help and advised that he believed enough weed had been removed.  Draft lease is being worked on for the angling club.
8	Allotments	We have joined the Allotment Society. One tenant has handed in their notice in December so this plot will be divided and let along with the other plots that have been prepared for letting. Target date for making offers to waiting list members end of January. Subject to full council approval of new agreement (24/1/24) – See item 9. Final clearance of site underway – HI-AB waste removal will be organised asap this month. Head grounds man is making plans for the waste storage bays.
9	Macmillan Coffee Morning	This went very well last month with £233 raised for the charity, numerous attendees and advice providers well received by residents. The stalls had kindly been organised by NCC's Early Help and Support in the Community Team.
10	Coronation commemoration with local schools	Agreed amount has been sent to Chuter Ede (fruit trees), John Hunt (planter) and Newark Academy (fruit trees). Cllr Elson is liaising with The Orchard School about what they would like to do.
11	Book swap and internal noticeboard – village centre	Now in place.
12	Safer Streets	See item 7
13	Flooding/ Weather	Following recent rainfall Aqua sacs have been given out to 1 resident of Balderton and 1 resident of Farndon from our store. We currently have approximately 500 Aqua sacs. Subject to meetings, I will try to extend office opening times should there be a risk of flooding. I will use our social media page to let residents know. Thank you for Cllr Elson for coming out to issue bags at night (2/1/24).
14	Budget/Precept	The deputy clerk is currently working on actual income/expenditure up to 31/12/23 and we will bring a proposed budget to full council in January. From the recent meetings held regarding the village centre, allotments and lake we will use the decisions you have made regarding these areas to draft a proposal for all members to scrutinise and feedback on.
15	<i>Bin at Cemetery</i>	<i>The bin lorry cannot get down the street to the side of Ghent House so the bin has been moved to outside the gate on Belvoir Road. We are working with N&amp;SDC to find a solution.</i>
16	<i>Church Wall</i>	<i>A meeting was requested with N&amp;SDC but we have been advised that this would be chargeable. The deputy clerk is seeking quotes from qualified surveyors to bring to Full Council for a decision.</i>

## 25. An update on the safer streets bid

Members had received the written report with a project update in the agenda pack.<sup>15</sup> Regarding the idea to have graffiti on the wooden side of the grounds team's workshop in the village centre carpark, the committee were happy with the idea subject to the proposed design being submitted to full council for approval before any work commences. It was agreed that any design should be in keeping with the community facility provision and consideration given to ensuring that it is not scary or offensive to members of the community using the site.

<sup>15</sup> Available on council's website [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk) – council meetings heading.

Cllr Forde asked what the new benches are made of. They are recycled plastic and full details are in the link in the electronic agenda pack.

## **26. Coronation Street Playing field flooding**

The Head Groundsman gave a brief history of the pitch flooding adding that he has photos of current flooding; the ditches along the edge of pitches had been filled in many years ago by Severn Trent Water with blue pipes under the filled in area. It is thought that this runs into drains behind the houses on Baines Avenue. In recent years N&SDC have investigated and Via/NCC have done work to unblock part of the drains in the area but ran out of funding. The clerk has enquired about whether anymore work can be done and is awaiting feedback. It was agreed that we should wait to hear back but, in the meantime, explore the benefits of Verti Drain Aeration to see whether it could resolve the issue for now.

Cllr Forde asked members to forward details of areas in the parish that regularly flood so he could collate this.

## **27. Balderton Cricket Club – cricket nets**

Prior to the meeting, the club had emailed the clerk with their concerns regarding the current arrangements, citing health and safety concerns and the inadequacy of the arrangement to protect the windows of Balderton Village Centre buildings. It was agreed that the clerk will arrange a meeting so the staff, councillors and cricket club representatives can look at the issue together with a view to hopefully finding a solution to all parties' satisfaction. A proposal with any costs will be brought to a future meeting.

## **28. Balderton Village Centre**

- a. **Village Centre Sub Committee Meeting notes** - were noted. It was clarified that Cllr Buxton had attended the meeting/not Cllr Hall – the clerk will update the notes.
- b. **Recommendations from the village hall subcommittee that the Amenities Committee agreed to recommend to full council:**
  - 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.<sup>16</sup>
- c. **Roof** – it was noted that there is a leak in the village centre roof, and we are awaiting a quote to get this fixed.
- d. **Beat Surgeries** – the committee agreed having surgeries with the police and Newark and Sherwood District Council's antisocial behaviour team would be useful for the parish so the centre could be used for this. A member suggested it would be useful to have parish council representatives there too to keep everyone informed and service providers linked in as much as possible. The clerk will take this back to N&SDC to get these arranged.

## **29. Newark and Sherwood District Council's consultation regarding Public Space Protection Orders in the parish**

It was agreed to feedback to N&SDC:

- a. 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.
- b. Request an order for the play area at Stafford Avenue.

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<sup>16</sup> Subject to licence requirements.

- c. Request an order for the small play area at Clipsham Close.

A member suggested that a request should be submitted to N&SDC to ask for the streets to be swept regularly in Balderton's conservation area as the leaves often have dog excrement in them. The clerk will write to N&SDC to request this.

### **30. New Allotment Agreement including introduction of a bond**

The committee agreed to recommend the agreement to full council for adoption with the following amendments<sup>17</sup>:

- a. Before clause 1, add a statement to make it clear that the agreement supersedes any previous agreement.
- b. Clause 3.4 change will to may
- c. Clause 4 for existing tenants: 'A £10 key deposit is payable for keys to the allotment; this will be returned to the tenant when the keys are returned to the parish council office'.
- d. Clause 4 for new tenants – as drafted.
- e. Clause 6.2 – words in brackets to be removed.
- f. 10.1.6 – to be removed.
- g. Schedule 1, point 7.1 - remove save rabbits and hens (no cockerels)

The updated agreement will be submitted to full council for a final decision on January 24<sup>th</sup>. It was agreed that the Responsible Financial Officer should investigate the best way to hold bonds, with a separate bank account to clearly separate these from council funds being suggested.

### **31. Events**

It was recommended to the committee to postpone holding a fete in 2024 due to resources available and other projects that the council has already committed to. Smaller events such as coffee mornings/photograph exhibition could be organised as an alternative this year. The committee agree to recommend this to full council.

The meeting closed at 8.50pm.

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<sup>17</sup> Proposed agreement can be found in the agenda for this meeting which is available on council's website [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk) – council meetings heading.

# Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Friday 12<sup>th</sup> January 2024 at 10.30am

**Attendees:**

**Balderton Parish Councillors:** Jane Buxton, Martyn Cox, Mandie Elson (Chair), Roy Fairbairn and Jean Hall

**Staff:** Marion Fox Goddard (Parish Clerk)

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**20. Election of a chair for the personnel and policy committee**

It was unanimously agreed that Councillor Elson should be chair for this committee.

**21. Apologies for absence – None**

**22. Declarations of interest – None**

**23. Resolution to close the meeting to the public**

**24. Staff reporting structure**

It was unanimously agreed that the proposed line management structure should be recommended to full council and once agreed, job descriptions should be updated to reflect this.

**25. Documentation**

- a. **Sickness Absence Policy** – It was unanimously agreed that the proposed document should be recommended to full council with the following amendment:
  - i. 7.1 – Requests for time off for medical appointments must be sent in writing (email/letter) to the parish clerk in advance of the appointment. Decisions on requests will be to the clerk’s discretion.
- b. **Appraisal forms** – It was unanimously agreed to recommend the proposed documentation to full council with no amendments.

**26. Staff sickness**

An overview of sickness data was provided to members. Following a member request, going forward this will note if employees have moved to Statutory Sick Pay which is dependent on the number of years’ service of employees.

**27. Update on human resources management, policies, and procedures**

The clerk updated the committee and shared a quote for a human resources support package. It was unanimously agreed to recommend to full council the procurement of a 5-year HR support contract including legal and online training. Should full council agree, the clerk will negotiate on the training costs.

*The clerk left the meeting before item 9 was considered.*

**28. Clerk’s 13 week review**

Councillors Elson and Buxton had conducted the review with the clerk and made recommendations to the committee members. The committee unanimously agreed with the recommendations, and this will be taken to full council for a final decision.

## Minutes of meeting held on Monday 15<sup>th</sup> January 2024 at 7pm

### Attendees:

**Balderton Parish Councillors:** Jane Buxton (Vice Chair), Karen Callingham, Simon Forde (Chair), Jean Hall, Debbie Moore, Roy Fairbairn, and Joy Sellars

**Staff:** Marion Fox Goddard - Parish Clerk

Public: two people. One person from Saint Gobain and one Balderton resident

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### 29. Declarations to record the meeting

The clerk recorded the meeting.

### 32. Apologies for absence

Apologies were received from Councillors Bracegirdle and Elson.

### 33. Committee members

It was noted that Cllr Marshall has stepped down from this committee.

### 34. Election of Chair for future meetings

It was noted that after this meeting Cllr Forde will also step down from this committee. Cllr Hall was unanimously elected as chair for the planning committee for future meetings.

### 35. Declarations of interest

Simon Forde and Jean Hall – District Councillors. Debbie Moore – spouse on N&SDC's planning committee. Joy Sellars – family business supplies Saint Gobain<sup>18</sup>

### 36. Public Open Forum

A resident of Balderton told the committee that he fully supports Saint Gobain's application 23/02020/FULM.

A representative of Saint Gobain introduced himself and said he would be happy to answer any questions the committee had.

Questions were raised regarding noise, the height of the building, sewerage, traffic, jobs, ways to disguise the building, whether it would impact on part of the site being changed to park land. – See appendix 1- response summary.

### 37. Consideration of planning applications

- a. [23/02020/FULM](#) - Saint Gobain Formula Jericho Works, Bowbridge Lane, Balderton, NG24 3BZ - New mixing and packing facility and internal access changes to create new area of hardstanding – The committee unanimously<sup>19</sup> supported the application.
- b. [23/02144/HOUSE](#) - 87 Milton Street, Balderton - Installation of Photovoltaic cells on garage roof - The committee unanimously supported the application.
- c. [23/02186/HOUSE](#) - 6 The Oaks, Balderton - Single storey side extension – The committee made no comments as the application had already been approved by N&SDC.

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<sup>18</sup> Councillor Sellars did not take part in the conversation regarding 23/02020/FULM, St. Gobain and did not vote on this application.

<sup>19</sup> Item 7a - Six councillors voted. Councillor Sellars did not take part in the decision.

- d. [23/02175/HOUSE](#) - 30 Goldsmith Road, Balderton - Porch and garage extension and new pitched roof to porch, garage and kitchen to replace existing flat roof -The committee unanimously supported the application.
- e. [22/01924/FUL](#) - 105 Main Street, Balderton - Replace existing brick wall and fencing with brick wall and railings, alterations to dropped kerb - The committee unanimously supported the application.

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

- a. 23/02186/HOUSE - 6 The Oaks, Balderton - Single storey side extension - Grant Householder Application.
- b. 23/01957/HOUSE – 68 Hawton Lane, Balderton - Removal of rear conservatory and erect single storey rear extension - Grant Householder Application.

**8. Items of correspondence and information.**

- a. Councillor Fairbairn reported that three new dwellings are being built opposite the dental surgery on Hawton Lane. Planning permission was granted for these years ago.
- b. The clerk detailed that there will be a licensing application and small planning applications on the next full council agenda.

The meeting closed at 7.50pm.

**Future parish council meetings – open to the public**

Full Council Meeting: Wednesday 24<sup>th</sup> January, 7pm

Amenities Committee Meeting: Wednesday 14<sup>th</sup> February, 7pm

Planning Committee Meeting: Monday 19<sup>th</sup> February, 7pm

## Appendix 1 – Summary of questions regarding Saint Gobain Application

Question	Response
Concerns have been raised about noise from the proposed building.	All compressors will be on the ground floor. Fans will be a varying height, but acoustic panels will be installed to reduce the sound from these.
Concerns have been raised about the height of the building	The height will allow Saint Gobain to use gravity to move the product. It should reduce energy consumption and dust.
The Environment Agency (EA) have concerns about sewerage.	Saint Gobain went back to the EA. Three onsite digesters. Water is treated and discharge removed by tankers so nothing will be sent to sewerage.
Concerns about traffic. Will there be more traffic during construction.	Long time before ready to start. Looked at ECL's plans (delivering Southern Relief Road) for the roads- due to finish 14/11/24. Saint Gobain do not foresee construction traffic coming to site before the end of 2024 and this will not be a massive amount.
Will the development lead to more jobs?	Currently 110 jobs. Large investment in the area.
St Gobain had previously said they will look at how to disguise the building.	St Gobain has produced colour mock ups that can be considered.
Will this application impact on the plans to make the adjacent quarry into parkland after extraction has been completed	No.

**From:** REDACTED <[t@newark-sherwooddc.gov.uk](mailto:t@newark-sherwooddc.gov.uk)>  
**Sent:** Wednesday, January 10, 2024 12:25 PM  
**To:** Balderton Parish Council <[office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)>  
**Cc:**  
**Subject:** New Premises Application - Balderton Post Office, 13 Main Street, Balderton

OFFICIAL

OFFICIAL

Good afternoon,

Please find attached a new Premises Licence Application for your information.

Any representations must relate to the licensing objectives which are:

- The prevention of crime and disorder
- Public Safety
- The Prevention of public nuisance
- The Protection of children from harm

Any representations must be received in writing by our Licensing Team no later than **31 January 2024**.

REDACTED

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)





LICENSING ACT 2003

NOTICE OF NEW PREMISES LICENCE  
APPLICATION RECEIVED BY  
NEWARK AND SHERWOOD DISTRICT COUNCIL

Name of applicant	<i>Balderton Express Ltd</i>
Postal address of premise or club	<i>Balderton Post Office 13 Main Street Balderton NG24 3LG</i>

The proposed use:
<i>Briefly describe the proposed use:</i>  Supply of alcohol for consumption off the premises Monday to Sunday 07:00 – 22:00  Opening hours of the premises Monday to Sunday 07:00 – 22:00

Any representations must be made in writing to: The Licensing and Enforcement Section, Newark & Sherwood District Council, Castle House, Great North Road, Newark on Trent, NG24 1BY.

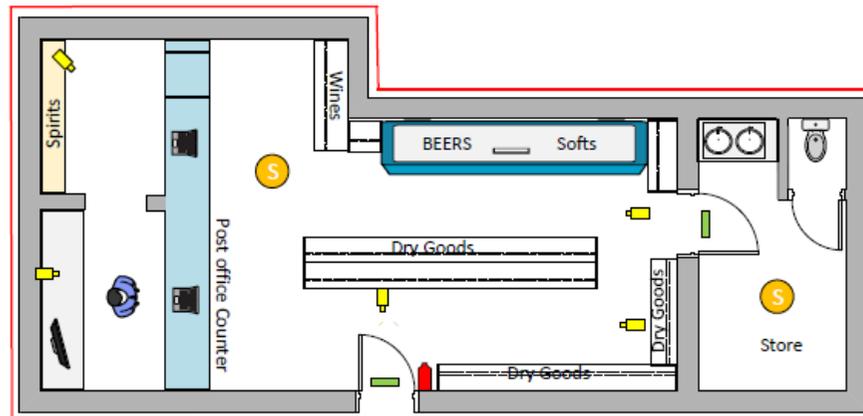
Representations must be received no later than *31 January 2024*

The application record and register may be viewed during normal office hours at the above address.

It is an offence under section 158 of the Licensing Act 2003 knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is up to level 5 on the standard scale (£5,000)

**From:**

Drawing Purpose <b>PREMISES LICENCE APPLICATION</b>	Name of Premises Balderton Post Office	Premises Address 13 High Street, <b>Balderton,</b> <b>Newark,</b> <b>NG24 3LG</b>	SCALE  1 : 100
Drawing Details The purpose of this drawing is for the submission of a Premises Licence Application. All Measurements have been drawn in millimetres. This drawing is not be used for the intention of any building, shop fitting or construction purposes.			



Roller Shutter

LEGEND	
Smoke Detector	
Licensable Area	
Fire Exit	
Camera	
Fire Extinguisher	
Monitor	

Redacted

**Sent:** 09 January 2024 17:23

**Subject:** Polling Districts and Polling Places Review 2023

## OFFICIAL

All District Ward Councillors,

We are currently undertaking a review of polling districts and polling places and inviting your views to see if anything needs changing. Please find below a link to the Polling Districts and Polling Places Review 2023 section of our latest news webpage: -

<https://www.newark-sherwooddc.gov.uk/electionslatestnews/>

**The consultation period ends on Friday 16 February 2024.** During this period, the Council welcomes views and comments on factors such as where polling places are located, the ease of getting into them if people have a disability and any other relevant information.

If you have any queries or require further information, please contact me on the details below.

### **Electoral Services Manager**

#### **Elections & Democratic Services**

Newark & Sherwood District Council

Castle House

Great North Road

Newark

NG24 1BY

Website: [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)



**From:**  
**Sent:** Tuesday, January 9, 2024 1:14 PM  
**To:** Clerk - Balderton Parish Council  
**Subject:** Historic objections to the Southern Growth Point

Dear Balderton Parish Clerk,

I am writing to you on behalf Protect Newark's Green Spaces (PNGS)

We are building another campaign along with Newark Civic Trust and, we hope, Hawton Parish Council, regarding the historic objections to the Southern Growth Point dating from about 2009.

We know that Newark Civic Trust made objections to the Southern Growth Point at the time.

If you go on Newark Civic Trust website you can find copies of their old magazines. Issues 68 and 71 have pieces about the proposed development.

The NCT raised numerous concerns including flooding, subsequent displacement of floodwaters, increase in traffic and the lack of affordable housing in the original plans.

If there is any record of objections from Balderton PC or residents in the past, or any interest at Balderton Parish Council in joining up with our protest about the damage wrought by the large amount of construction at Middlebeck, Hawton, Cotham, Flowserve, we would be happy to talk to you.

We have had past campaign success with the trees and garden at Newark Library in 2021 (started in 2019) and elsewhere in Newark.

I look forward to hearing from you.

Kind regards

Secretary, Protect Newark's Green Spaces

website: [Protect Newark's Green Spaces](https://www.protectnewark.org/)

**From:** Redacted environment-agency.gov.uk>  
**Sent:** Wednesday, January 17, 2024 4:39 PM  
**To:** Clerk - Balderton Parish Council <clerk@baldertonparishcouncil.gov.uk>  
**Subject:** Balderton Lake NCEA monitoring

Good afternoon,

As per our phone conversation, the Environment Agency is setting up a brand new Lakes monitoring network that is England wide and Balderton Lake has been selected as a location we wish to monitor.

The aim of this network is to improve our understanding of Natural Capital across the country, with other regulators also carrying out NCEA monitoring on a range of habitats.

The sort of monitoring we will be completing includes:

Monthly water sampling (this can provide useful information on how water quality parameters change season to season, as well as when there is a step change in water quality due to a shift in the ecological balance of the lake)

eDNA for fish (species composition)

Aquatic plant surveys (including detecting the presence of any invasive species)

Phytoplankton samples (looking at frequency and abundance of algae blooms)

Lake habitat survey- likely 2025 onwards as the method is still in development, but essentially an assessment of lake naturalness

All information gathered will be Open source and therefore freely visible to all.

If you'd like for Balderton Lake to be included in our network (subject to our staff doing some H&S checks on the ground), please let me know ASAP and we can schedule monitoring to begin as of the 1<sup>st</sup> April.

Attached is a handout that may be of interest,

Best wishes

Redacted **NCEA Monitoring**

**Fish and Ecology National Monitoring**

**Environment Agency:** Redacted

# Natural Capital and Ecosystem Assessment

## Lake Surveillance Network (LSN)

### Who are we?

We are from the Environment Agency. Our role is to protect and improve the environment across the whole of England. Part of our work is to understand how clean and healthy our watercourses are. To do this, we routinely collect and assess samples of water, macro-invertebrates (e.g. insects, snails, worms), and plants from waterbodies.

### Why are we here?

To broaden our understanding about the health of our water environment, we are setting up several new monitoring networks, under a Defra led programme called the Natural Capital and Ecosystem Assessment network (NCEA). One aspect of this work is to monitor at selected lake sites, known as the Lake Surveillance Network (LSN). This network will give us a clear understanding of the current condition of lakes across England and how they change over time.

Historically we have only ever routinely monitored at a small selection of lakes within England, the Lake Surveillance Network looks to address this imbalance and focuses on monitoring from a variety of lake types and sizes across England. Lakes form an important part of our ecosystem, but we currently have very little information on their condition and how this is changing overtime.

This monitoring network involves visiting some lake sites we haven't monitored at in the past. Some lakes will be monitored each year, others form part of a programme with samples taken one year in five, or two years in five. In total there will be 480 sites surveyed over a five-year period, although we will only ever visit 150 sites across the country in any one year.



### What exactly are we doing while we are here?

Our staff are visiting these sites for the first time to see how feasible it would be to access and sample at the lake. Whilst on site, our staff will be asking themselves questions like “Is this site physically accessible?” and “Is this site suitable for all types of data collection – can we monitor water chemistry, diatoms, aquatic plants and lake habitats” or “can only certain types of data be collected?” In addition, we need to test our standard monitoring methods and possibly develop some new ones that will work at lake sites.

### Does this mean we will need to come back?

If this site is suitable for sampling then it will be incorporated into the 480 site network across England.

This means we will need to visit it (a) once a month to take water quality samples, (b) twice a year to look at the diatoms and algae, (c) in the summertime to look at the plants and habitats, and (d) in wintertime to take fish eDNA samples. This will either be every year, 1 year in 5 or 2 years in 5. Sites will be randomly assigned to one of these patterns.

### Where can I get more information?

For more detailed information on the NCEA network you can contact a member of the project team by emailing your questions to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)



## Further questions:

### How healthy is my local river?

Visit our Catchment Data Explorer at: <https://environment.data.gov.uk/catchment-planning>

The Catchment Data Explorer helps you explore and download information about the water environment. You can find catchments and water bodies of interest using a map or searching by name. You can also view summary information about catchments and follow links to other useful sites.

It supports and builds upon the data in the River Basin Management Plans (RBMPs). For more information search “River Basin Management Plans” on our gov.uk website.

### What if I see water pollution or problems with my local river?

We rely on members of the public to report any environmental problems or incidents to water or land that you may spot while out and about. We will either attend the incident or record the details and use it to build an evidence base of persistent problems.

To report any environmental incidents (e.g. grey water, dead fish, nasty smelling water, oil or other chemicals, unusual changes in river flows, blocked main rivers) please call our incident hotline on 0800 80 70 60 (24-hour service, freephone) or visit: [www.gov.uk/report-an-environmental-incident](http://www.gov.uk/report-an-environmental-incident)