

**Minutes of Woodborough Annual Parish Council Meeting
held on Tuesday, 1 June at 6.45pm
in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Liz Anderson (Chair), Cllr Linda Taylor (Vice-Chair), Cllr Phil Hallam, Cllr Richard Pannell, Cllr Colin Starke, Cllr Charles Wardle, Cllr Richard Whincup, Cllr Julian Brown.

IN ATTENDANCE: Cllr Jody Stoll (NCC, part) and Sara O'Connor (Clerk), except item 26.

2026/134 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Helen Greensmith.

2026/135 DECLARATIONS OF INTEREST

It was noted the Clerk had an interest in confidential agenda item 26 (Staffing Update) and would leave the meeting while this item was discussed. No additional interests were declared.

Cllrs were reminded to review their declarations of interest and to advise the Monitoring Officer at Gedling Borough Council (GBC) of any updates required. Cllrs were also advised that going forward, when completing a declaration of interest in relation to land, if they held any property in the parish their address details must still be provided for GBC records but won't be published unless specifically requested. Also, from 29 June 2026, local authorities will no longer be required to publish an elected or co-opted member's home address within registers of interest under s.32A of the Localism Act 2011. GBC will therefore remove home addresses from all registers of interests in readiness for the deadline, unless Cllrs advise GBC they still wish for their address to be published.

2026/136 OPEN SESSION FOR MEMBERS OF THE PUBLIC

Several local residents presented the outcome of a petition calling for additional traffic management controls in Woodborough. The petition received 221 replies from 164 homes.

The Chair acknowledged the concerns raised but explained the Parish Council (PC) did not have any responsibility for traffic management issues. Cllrs noted that the number of responses represented a small percentage of residents and a concern had been raised by a resident that there had been no option made available to object to the aims of the petition.

Cllrs agreed that greater enforcement action against speeding drivers would be welcomed but acknowledged the potential challenges and costs associated with this. The Chair agreed that the PC would write to the Police to ask if they could undertake speed checks in the village.

Cllr Stoll explained that NCC and Via must follow the relevant road traffic regulations when deciding whether to implement additional measures. Cllr Stoll confirmed he would present the petition to the next full Nottinghamshire County Council (NCC) meeting on 9 July 2026, and agreed to enquire if additional speed awareness signs displaying the speed of approaching vehicles could be installed at all entry points to the village.

2026/137 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

The minutes of the meeting held on 5 May 2026 were approved, subject to the following amendments:

Minute 2026/105: Cllr Amanda Mellor to be added as Woodborough Community Association Liaison in the table outlining Cllrs' responsibilities.

Minute 2026/133: Deletion of '(Annual Parish Council Meeting)'.

2026/138 MATTERS ARISING

The Clerk read out a message of thanks to Cllrs from Averil Marczak, the former Parish Clerk.

2026/139 CHAIR'S REPORT

The Chair advised that she had nothing significant to report.

2026/140 DISTRICT REPORT

The Chair summarised a brief written update provided by Cllr Greensmith as follows:

Cllr Greensmith attended the Feast Day fundraising coffee morning and has been liaising with residents and Openreach regarding the siting of new telegraph poles. GBC Cabinet had approved the Local Development Plan. The Dumbles Ward would be affected, with a proposed development of approximately 650 houses along Mapperley Plains located behind Spring Lane Farm Shop. GBC was planning a six-week consultation period commencing 22 June 2026. Cllr Greensmith would organise a residents' meeting in Lambley, as Lambley was likely to be most affected, although Woodborough residents would be invited and were welcome to attend. Woodborough would not receive any additional housing beyond that previously agreed and Governors Field, Lingwood Lane Playing Field, the tennis courts behind the Village Hall, and Taylors Croft Field would remain protected. Planning permission would not be granted for development on land designated as Local Green Space, except in very special circumstances or where development clearly enhanced the Local Green Space for the purposes for which it was designated.

2026/141 COUNTY REPORT

Cllr Stoll advised that: he had contacted Cllr Taylor regarding applications for Local Community Funding; Via were responsible for maintaining the layby at the base of Bank Hill which should hopefully be resurfaced; a firm date for improvements to Foxwood Lane was being sought; and road surface improvements to Main Street were unfortunately unlikely to occur in the near future.

2026/142 GDPR TRAINING FOR PARISH COUNCILLORS

Following a recommendation from the Internal Auditor, all Parish Councillors watched an Information Commissioner's Office training video on the General Data Protection Regulations and Data Protection Act 2018.

2026/143 VACANCIES ON PARISH COUNCIL

The Chair advised that GBC had confirmed no one had requested an election to fill the vacancy created by the resignation of former Cllr Andrew Gough. The Council could therefore proceed to co-opt to fill this and a second vacancy created by the resignation of former Cllr John Newsome.

Cllr Mellor had received an enquiry from an individual who was interested in joining the Council and had advised them to email the Clerk for further information. Cllrs agreed to progress co-option after the summer holidays and asked the Clerk to arrange for an expression of interest form to be made available via the website.

2026/144 VILLAGE HALL SAFETY

Cllr Starke advised he was still awaiting an updated quote for fire doors for the serving hatches which he and the PC caretaker were following-up on.

Scenery and other items belonging to The Players would be removed on 13 and 14 June; fire alarm monitoring contacts had been updated; all items in the village hall and pavilion had passed recent portable appliance testing; and four panes of glass were replaced in the front doors to meet the relevant safety standard. Cllrs agreed new health and safety law posters would be purchased by the Clerk.

2026/145 VILLAGE HALL

Cllrs noted several updates on the village hall including: the Hallmaster (booking system) subscription had been renewed; the boiler would be serviced on 1 June; a letter would be sent to the Cricket Club outlining proposed principles of a new licence to use the playing field; the new induction hob would be installed 13 June; cleaning processes and products had been reviewed; the glass dishwasher had been installed and would be checked prior to use; quotes were being obtained for the kitchen refurbishment; and a new date would be arranged for the village hall working party (VHWP) meeting.

Following a recommendation by Utility Aid, which supported the PC and other organisations to secure the best possible agreements for utilities, Cllrs agreed to enter a new contract for electricity running from the expiry of its existing contract in 2028 to gain financial certainty for the coming years.

Cllrs rejected a request to site a Sharewear clothing scheme donation point in the village hall car park as there was at least one other donation point in the village.

Councillors considered three quotes received to redecorate several areas in the village hall and agreed to accept the lowest quote from Ashwells, being £3,060 inc VAT. Work would be undertaken during the October 2026 half-term period. Cllr Wardle confirmed he would attempt to repair the skirting board in the Committee prior to it being repainted.

2026/146 FLOODING MATTERS UPDATE

Cllr Wardle advised that he had asked the Lengthsman to tidy up a tree near the dyke running along the far side of the playing field which had recently been cut and looked unsightly, although it would recover in due course. Work had also been undertaken to clear the bottom of the dyke.

Cllr Starke advised that works recently undertaken on the playing field were not completed exactly to NCC's specification but the contractor had agreed to remedy this. Cllr Mellor had met with residents who lived adjacent to these works to explain the scheme and had provided an update on the situation.

Cllr Starke advised that he would contact the relevant representative to discuss how a burst pipe had affected the bank, with a view to requesting Severn Trent to remedy this. Cllr Wardle noted that sand/concrete filled bags placed in this area had been dislodged as a result of children climbing on them.

2026/147 VILLAGE HOUSEKEEPING

The village housekeeping list was reviewed and it was noted that some areas, including the bus stops, required priority attention. Following discussion regarding Lengthsman's duties, Cllr Wardle agreed to meet with the Lengthsman to discuss priority action required. It was suggested that 'before and after' photos would be helpful to evidence work undertaken in support of the annual Lengthsman reports that needed to be submitted to NCC, which summarised work undertaken each year.

It was agreed that the Clerk would seek quotes to paint the two telephone boxes and Cllr Mellor would liaise with the Woodborough Community Association (WCA) regarding WCA potentially paying for this work.

Cllrs asked the Clerk to contact GBC to request the council to liaise with relevant property owners regarding hedges/trees overhanging publicly owned pathways/land.

The Council also agreed a letter should be sent to a property owner regarding a tree branch overhanging the playing field requesting this is cut back. Cllr Wardle agreed to send the Clerk details.

2026/148 LENGTHSMAN CONTRACT RENEWAL

Cllrs agreed to renew the Lengthsman contract with NCC for 2026/27 and requested the Clerk to progress this.

2026/149 SAM MIDDUP FIELD (SMF)

The Chair advised that draft plans to develop the SMF would be discussed at a working party meeting on 2 June 2026

2026/150 PLAYING FIELD

Cllrs noted an update on the playing field and pavilion as follows: The football club would remove superfluous items stored in the pavilion and Paul Stevenson had made some suggestions for redevelopment of the pavilion; there had been no recent rodent sightings and the PC's pest control contractor was due to reinspect the following week.

Cllr Taylor advised that considerable damage had been caused to the playing field during last year's bonfire night fireworks display and queried whether this year's display could be held in SMF. This was discounted as the field was still occupied and wildlife was being encouraged.

2026/151 GOVERNOR'S FIELD

The Council noted the recently received ROSPA report on the play equipment and agreed to purchase a new panel for the 'house on the hill' and to replace ropes on the basket swing. It was noted that the pathway required maintenance in some areas which would need to be undertaken during appropriate weather conditions to enable the material to solidify. Cllr Stake and Cllr Whincup would consider the ROSPA report in more detail and advise the Council regarding any further action required at the next meeting.

Cllr Wardle mentioned the Lengthsman regularly emptied the waste bins but it might be necessary to increase frequency, especially during school holiday periods, to avoid bins overflowing.

2026/152 LICENCE TO USE WOODBOROUGH SCHOOL FIELD 'CAGE'

Cllrs discussed the proposed new licence to use the Woodborough School field 'cage' and agreed that the Chair should seek a legal view on its content and the proposed 'engrossment licence termination letter'. Cllr Whincup suggested that advice and support from NALC and/or GBC's legal department, should also be sought.

2026/153 CHURCHYARD

The Chair advised that she was not yet aware of the new Church Wardens.

2026/154 CEMETERY

The Clerk confirmed that the request to erect a headstone reported at the previous meeting had been granted and a permit issued following confirmation of the requester's relationship to the deceased and that the requester was unaware of anyone who might object to the headstone.

The Council agreed that a request by an individual to repurchase a plot he had previously sold back to the Council, should be granted on the strict condition that its resale would be on a non-refundable basis. The Clerk agree to convey this condition to the relevant undertakers for the individual to consider.

The Council also agreed to refund the cost of an exclusive right of burial, less an administration fee of £75, to a married couple who had decided to make alternative arrangements. The Clerk agreed to convey this decision to the individuals concerned.

It was agreed that Cllr Mellor, Cllr Whincup, the Clerk and former Clerk would meet at the cemetery as soon as possible to go through a thorough handover of responsibilities.

2026/155 DRAFT ANNUAL REPORT 2025/26

Cllrs agreed that any further comments on the draft annual report 2025/26 should be submitted by 5 June.

2026/156 PLANNING

There were no objections to the following planning applications:

2026/0100 - The Dwelling Covert Springs Fisheries Epperstone By Pass - Certificate of Lawfulness Existing

2026/0319 –10 Dover Beck Drive, Woodborough, Proposed single storey front extension and proposed dropped kerb across the full frontage with re-grading of the front garden to create new parking area.

2026/157 TRAINING AND MEMBERSHIP

The Clerk advised that potential water safety training for the caretaker and herself had recently been identified and would be considered further prior to seeking authority to book this.

2026/158 FINANCE

The Clerk presented the financial statement to May 2026. 28 payments on the June statement, totalling £9,411.61 net were noted/approved for payment.

Gross payments over £500: £760.62 and £711.00 (Overbrook Group Ltd, cleaning); £2,050.00 (S P Rose Ltd, regrading of playing field/flail vegetation at Dyke), £760.62 LGPS (staff pensions); £800 Prudential (AVCs), £1,304.19 (Salary and mileage).

A further 12 payments were made/due by direct debit totalling £1,203.42 net. There were no gross direct debit payments over £500,

The Clerk advised that several Unity Bank forms required signing to amend authorised signatories, as agreed at the previous meeting, which the Chair agreed to arrange once the meeting had finished.

2026/159 CORRESPONDENCE AND EXCHANGE OF INFORMATION

Cllrs confirmed they supported GBC's proposal to extend current Dog Fouling Public Spaces Protection Order (PSPO) for a further three years and requested the Clerk to inform GBC.

2026/160 OTHER UPDATES

There were no other updates.

2026/161 ITEMS FOR NEXT AGENDA

It was agreed that the ROSPA report and an update from Cllr Hallam on allotments would be added to the next agenda.

2026/162 WPC STAFFING UPDATE (CONFIDENTIAL ITEM)

The Clerk left the meeting at this point due to her interest in this item.

A related confidential paper was circulated to all Parish Councillors prior to the meeting on Thursday, 28 May 2026. This included a proposed job description for the post of Responsible Financial Officer (RFO).

Following consultation with the long-standing Clerk to the Parish Council, a slightly updated and agreed job description was circulated to all Parish Councillors by email on 29 May 2026.

An additional fixed term for 12 months post for RFO duties for 3 hours per week was discussed and considered. It was agreed that this would ensure financial stability during the transition period for the new Clerk. The job description and fixed term period from 1 June 2026 to 31 May 2027 at 3 hours per week was agreed. It was agreed to offer this post to the long serving clerk as an important element of stability in the transition to the new clerk.

The aspect of overtime during the handover period and first two months in post for the new clerk was discussed at length. Councillors acknowledged that tasks can take longer for someone new in post compared to an experienced colleague. It was agreed that any overtime undertaken up to 31 May 2026 would be paid for as a gesture of support for both parties.

It was agreed that from 1 June 2027 all overtime should be pre-approved by members of the HR committee. It was agreed that the Chair and Vice-Chair would communicate this to both Clerks.

2026/163 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Monday, 6 July 2026 at 6.45pm. The meeting finished at 9.50 pm.