

**Minutes of Woodborough Annual Parish Council Meeting
held on Tuesday, 5 May at 6.45pm
in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

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

IN ATTENDANCE: Cllr Helen Greensmith (GBC, part), Cllr Jody Stoll (NCC, part), Averil Marczak (Responsible Financial Officer) and Sara O'Connor (Clerk).

2026/103 ELECTION OF THE CHAIR OF THE PARISH COUNCIL FOR 2026-27

Cllr Anderson chaired the election of the Chair for 2026/27. Cllr Anderson was elected unanimously and signed the Declaration of Acceptance of Office.

2026/104 ELECTION OF VICE CHAIR 2026-27

Cllr Taylor was elected unanimously as Vice Chair for 2026/27.

2026/105 ASSIGNMENT OF RESPONSIBILITIES FOR 2026-27, INCLUDING MEMBERSHIP OF COMMITTEES.

The following areas of responsibility were agreed for 2026/27.

Area of Responsibility	Member(s) responsible for 2026/27
Chair of Parish Council	Liz Anderson
Vice Chair of Parish Council	Linda Taylor
Finance	Liz Anderson, Amanda Mellor, Phil Hallam, Julian Brown
Signatories on bank accounts	Unity: Charles Wardle, Richard Whincup, Liz Anderson Julian Brown (to be set up) Nationwide: Charles Wardle, Liz Anderson, Richard Whincup. Hinckley & Rugby: Admin – add Sara O'Connor CCLA: Admin - add Sara O'Connor. Signatories – Liz Anderson, Richard Pannell, Charles Wardle, Colin Starke.
Staffing Committee	Liz Anderson, Linda Taylor, Phil Hallam
Human Resources Working Party	Liz Anderson, Linda Taylor, Amanda Mellor, Richard Whincup
Village Hall	Linda Taylor
Village Hall Working Party	Linda Taylor, Richard Pannell, Colin Starke, Charles Wardle
Planning	Richard Pannell / all councillors
Cemetery	Amanda Mellor, Richard Whincup, Richard Pannell
Rights of Way	Richard Pannell
Allotments	Phil Hallam
Sports clubs & playing field	Linda Taylor, Richard Whincup
Institute liaison	Richard Whincup
Governors' Field inc play equipment	Colin Starke, Richard Whincup
Sam Middup Field	Liz Anderson
Maintenance inc Lengthsman	Charles Wardle

Area of Responsibility	Member(s) responsible for 2026/27
Gardenscape liaison	Charles Wardle
Flood scheme/EA liaison	Amanda Mellor
Emergency planning team liaison	Charles Wardle
Health & safety	Liz Anderson, Colin Starke
Community website	Liz Anderson, Linda Taylor
Churchyard – liaison with wardens	Liz Anderson
Woodborough Community Association Liaison	Amanda Mellor

Cllr Anderson asked to be involved in the review of the Emergency Plan and requested the Clerk to obtain clarity from NALC regarding membership of the Staffing Committee and Staffing Sub-Committee.

2026/106 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Amanda Mellor.

The Chair confirmed that Cllr Andrew Gough formally resigned from the Council as of 5 May 2026. Those present noted their appreciation and thanks to Cllr Gough for his service to the Council and Woodborough village.

2026/107 DECLARATIONS OF INTEREST

No additional interests were declared.

2026/108 OPEN SESSION FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

2026/109 MINUTES OF THE PARISH COUNCIL

The minutes of the meeting held on 7 April 2026 were approved, subject to the following amendment to Minute 2026/94, second paragraph: 'Cllr Starke' to be amended to 'Cllr Wardle'.

2026/110 MATTERS ARISING

Brief updates were provided on the following: the new induction hob would be installed at the end of May and further quotes for redecoration of the village hall would be obtained.

2026/111 CHAIR'S REPORT

The Chair advised that she would contact Cllrs regarding an event to mark the retirement of the former Clerk.

2026/112 DISTRICT REPORT

Cllr Greensmith advised GBC's Annual Council meeting would be held 20 May 2026. A road sweeper had been arranged to clear Bank Hill / Foxhill Road. Cllrs asked if the pavement on Bank Hill could also be cleared due to falling leaves and the rear of the payment inspected due to long term encroachment of soil from the bank. Cllr Stoll agreed to inspect the pavement. Cllrs also noted that there were similar issues at the bottom of Shelt Hill and asked that this was also swept.

GBC had established a new sub-committee with responsibility to proactively address fly-tipping in rural areas. A briefing document on the Local Development Plan would be sent to Parish Councils very shortly.

The Clerk mentioned that a resident had contacted her to raise concerns regarding the proposed installation of a telegraph pole. Cllr Greensmith offered to contact the resident to discuss their concerns provided they were happy for their contact details to be passed on.

2026/113 COUNTY REPORT

Cllr Stoll confirmed he was due to meet with Via the following day and would discuss several road issues raised by Cllrs at the last Parish Council meeting, including repairs to Foxwood Lane and an urgent repair as a result of a sinkhole. Cllr Wardle mentioned a blocked drain from the roadway at Westfield Lane / Foxwood Lane posed a flooding risk and asked for this to be inspected.

Cllr Stoll advised he was of the opinion that additional traffic management measures were required at Shelt Hill / Epperstone By-pass following several incidents, although Via had confirmed existing signage was adequate. Following discussion, Cllrs agreed to discuss this in more detail at the June meeting with a view to potentially gauging local residents' views.

Cllrs noted that a petition for additional traffic management measures within the village remained live and an update would be provided at the next meeting.

2026/114 INTERNAL AUDITOR'S REPORT AND EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

The Annual Internal Audit Report was received and noted. The internal auditor's letter with recommendations was also received and noted. Recommendations included: update risk assessments of the playing field, pavilion, Sam Middup Field (SMF); annual review of Standing Orders; Internal Audit Programme to be updated to reflect Assertion 10, along with GDPR training; Council members to each sign a security compliance checklist; insurance revaluation of premises; and redaction of signatures on the website.

The Parish Council formally accepted recommendations made.

The Chair confirmed she would update the risk assessment for SMF, and advised other risk assessments must be updated by relevant Cllrs by January 2027. The Chair also advised she would identify a suitable GDPR training video, to be shown at the June meeting. The Responsible Financial Officer (RFO) confirmed that signatures would be removed from the website and Standing Orders would be reviewed prior to the next audit..

2026/115 ANNUAL GOVERNANCE STATEMENT 2025/26 (AGAR SECTION 1)

The Chair read out lines 1 - 10 of the Annual Governance Statement in turn (line 9 N/A). It was resolved to respond 'yes' to all statements and to approve the Annual Governance Statement (proposed by Chair, seconded by Cllr Taylor). The Chair and Clerk signed and dated Section 1 of the Annual Governance and Accountability Return (AGAR).

2026/116 ACCOUNTING STATEMENTS 2024/25 (AGAR SECTION 2)

The Accounting Statements signed by the RFO before presentation for approval were considered. The Chair read out the data. It was resolved to approve the Accounting Statements (proposed by Chair, seconded by Cllr Taylor). The Chair signed and dated Section 2 of the AGAR.

2026/117 FINANCIAL ACCOUNTS FOR 2025/26

It was resolved to approve the detailed analysis of receipts and payments for 2025/26, and the document was signed by the Chair.

2026/118 VACANCIES ON PARISH COUNCIL

The Chair advised that Gedling Borough Council would be notified of Councillor Gough's resignation the following day and appropriate action taken. The vacancy created by the resignation of former Cllr John Newsome would be advertised for co-option.

2026/119 VILLAGE HALL SAFETY

Cllr Starke confirmed he was awaiting an updated quote for fire doors for the serving hatches.

Cllrs agreed that scenery stored at the rear of the stage must be removed and asked the Clerk to communicate this decision to the owner.

The Council agreed the following fire alarm contacts:

- Cllr Colin Starke
- Cllr Charles Wardle
- Cllr Richard Panell

The Council also agreed the Caretaker would become the fourth contact between the hours of 6.00 am to 6.00 pm, Monday to Friday only, with suitable expenses to be paid should he need to travel to the premises if not in Woodborough at the time. Cllr Starke to advise the fire alarm company of updated contacts.

2026/120 VILLAGE HALL

Cllr Starke and Cllr Pannell confirmed the pump had been rewired at no cost to the Council and they would test it to ensure it worked correctly. Cllr Wardle advised that some village hall keys appeared to be missing and he would therefore check their whereabouts.

The Clerk advised that a new regular user had booked the village hall on Saturdays twice a month throughout 2026 and was looking for other venues in the area to use during intervening weeks. After declaring an interest, Cllr Whincup suggested The Institute might be a suitable venue and asked the Clerk to pass on his contact details.

The Council were advised that the fire alarm service would take place shortly; a new cleaner had commenced work; the new induction hob would be installed shortly; and quotes were being sought to refurbish the kitchen.

The Council agreed that as further quotes for redecorating were required, it would not be possible for the hall to be redecorated during August, and bookings should therefore be

opened up. Redecoration would be undertaken during the October mid-term holiday if possible.

The Council also agreed that a request to install further lighting to the rear of the stage would not be progressed at the current time due to the cost involved, and a request from pre-school to leave their sunshade in-situ was agreed, but this would be at their own risk.

It was agreed that glazing on the front door would be checked to ensure compliance with relevant standards. Cllr Wardle agreed to contact City Glass in this regard.

2026/121 FLOODING MATTERS UPDATE

A weather station had been purchased out of grant monies and delivered to the Chair of the Flood Action Group. Work to reprofile land on the playing field to reduce the risk of flooding was due to commence on 11 May, and would be funded by Nottinghamshire County Council.

The Chair mentioned that some logs had been left in a ditch which needed to be cleared, noting that children had been observed climbing on them, and asked Cllr Wardle to contact the Council's lengthsman to remove these.

2026/122 VILLAGE HOUSEKEEPING

There was nothing to report.

2026/123 SAM MIDDUP FIELD

The Chair shared an updated draft plan for development of Sam Middup Field, which required further amendment. A more detailed plan was required in order to apply for grant funding, which was being explored. A draft plan would be included within the Annual Report to inform residents of the proposals.

2026/124 PLAYING FIELD

An update on maintenance of the pavilion, including pest control, and the playing field was provided and the Clerk confirmed a draft Licence for the Cricket Club would be prioritised. A meeting was being arranged to review storage of items at the Pavilion.

Cllr Taylor requested that an updated asbestos survey was undertaken prior to any works commencing on the Pavilion, which was agreed (ACD were nominated to undertake this).

2026/125 GOVERNOR'S FIELD

The Council agreed a request to install a bench in Governor's Field in memory of Mr Ellis, former headteacher of Woodborough Woods Primary School, and to donate a plinth. Cllrs with responsibility for this area agreed to identify a suitable location for the bench. The school would then be advised of the required specification in accordance with the relevant policy.

2026/126 CHURCHYARD

The Chair advised that she was not yet aware of the new Church Wardens. It was agreed that clarity regarding pruning of the shrubs in the churchyard would be clarified by the Chair, and the Clerk would query the frequency of headstone inspections and responsibility for this.

2026/127 CEMETERY

The Clerk advised the Council of a request to erect a headstone in the Cemetery. Before a permit was granted, the undertaker had been asked to enquire if their client was aware of any family members who might object to erection of the proposed headstone in memory of the deceased and a response was awaited. The Council agreed that the proposal should be approved once confirmation was received.

2026/128 ANNUAL REPORT 2025/26

A quote to print the annual report for £955.00 was approved. Contributions to the report were required by 20 May 2026. Groups in the village would be asked to assist with delivery of the report to residents.

2026/129 PLANNING

There was no objection to 2026/0223TCA - 34 Main Street Woodborough. Felling of 1 fir tree, felling of 1 willow, and pruning of 1 Himalayan birch by 1 metre.

2026/130 TRAINING AND MEMBERSHIP

The Council agreed to pay the Society of Local Council Clerk's membership for the new clerk (joining fee £15 and subscription £200), and for NALC new clerk training (£70). The Council also agreed that suitable water safety training for the caretaker and clerk would be identified.

2026/131 FINANCE

The Clerk presented the financial statement to May 2026. 23 payments on the May statement, totalling £9,655.90 net were noted/approved for payment.

Gross payments over £500: £1,149.00 (reimbursement to Cllr Starke for new induction hob); £894.14 (Ulyett Landscapes Ltd); £870.20 LGPS (staff pensions); £800 Prudential (AVCs), HMRC £631.43 (PAYE and NI); £1,300 (Donation to Woodborough in Bloom); £1,586.68 (Salary and mileage).

A further 11 payments were made by direct debit totalling £5,214.24 net, including two gross direct debit payments over £500: EDF £619.67 (Gas) and £4,268.02 (Public Works Loan Board).

The Unity Trust notice account was now open. The Council agreed the precept should be split between its deposit accounts to benefit from the full financial protection limit of £120,000 per banking provider.

2026/132 CORRESPONDENCE AND EXCHANGE OF INFORMATION

The Chair advised that Community Infrastructure Levy funding of £3,668.44 would be provided to the Parish Council. The Council agreed this would be used to increase the budget for refurbishment of the Pavilion.

2026/133 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Monday, 1 June 2026 at 6.45pm. The meeting finished at 10.00 pm.