Minutes of Woodborough Parish Council Meeting held on Monday, 5 October 2026 at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham

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

IN ATTENDANCE: Cllr Jody Stoll, Nottinghamshire County Council.

2026/215 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Helen Greensmith, Gedling Borough Council.

2026/216 DECLARATIONS OF INTEREST

Councillors were reminded to review their declarations of interest and notify GBC of any updates required. It was noted that Cllr Whincup had an interest in relation to the potential co-option of his spouse, Pat Woodfield, as a member of the council (see 2026/218 below); and Cllr Starke and the Clerk had an interest in relation to reimbursement of their expenses (see 2026/230 below).

2026/217 OPEN SESSION FOR MEMBERS OF THE PUBLIC

No members of the public were in attendance.

2026/218 VACANCIES ON PARISH COUNCIL

The Chair advised that Pat Woodfield, who had expressed an interest in joining the Parish Council, met with Cllrs prior to the meeting. Cllr Whincup was not in attendance at that meeting and would not participate in decision-making due to his declared interest.

The Chair proposed and the Council unanimously agreed that Pat Woodfield should be co-opted onto the Council. Cllr Woodfield therefore participated in the remainder of the meeting.

2026/219 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

The minutes of the previous meeting held on 7 September 2026 were approved.

2026/220 MATTERS ARISING

Cllr Starke advised that Severn Trent Water had completed repairs to the bank along the playing field and the council's contractor would shortly finalise associated works to level this area. Cllr Wardle had received a quote for £295 to repaint the 'finger' signage in the village; Clerk to include this cost within community grant application form and submit to GBC. The cost of repainting the metalwork around the Tennis Courts would be included in the draft 2027/28 budget. A new gate for the top of Church Walk would be installed by Cllr Wardle when ground conditions were suitable.

2026/221 CHAIR'S REPORT

Cllr Anderson thanked Cllr Taylor and Cllr Starke for chairing the two previous meetings and also thanked the Clerk for her work since joining the council.

2026/222 DISTRICT REPORT

Cllrs noted that the Clerk had been in contact with Cllr Greensmith to seek her support regarding several issues since the last meeting. Cllr Woodfield mentioned that the Nottinghamshire Association of Local Councils' (NALC) AGM on 21 October 2026 would include an update on Local Government Reorganisation (LGR).

2026/223 COUNTY REPORT

Cllr Stoll confirmed he was following up on a missing speed sign and the petition submitted to NCC for additional speed control measures in the village was undergoing technical evaluation. Although a significant amount of roadworks had been undertaken in the parish, Cllr Stoll would continue to press for further improvements, including on Main Street and pavements. Larger scale roadworks would continue throughout the winter, subject to weather conditions and availability of materials. The Chair thanked Cllr Stoll for his ongoing support in this regard.

Cllr Stoll advised that NCC wished to recruit additional foster carers. Information on the campaign would be sent to the Clerk. Cllr Stoll also summarised the current position regarding LGR in Nottinghamshire.

Cllrs asked that the request made by Cllr Stoll for village drains to be cleared prior to winter was delayed until fallen leaves had been swept up by Gedling Borough Counci (GBC). Cllr Stoll mentioned that the effectiveness of preventative flood works undertaken on a parishioner's land had not yet been tested due to low rainfall so far this year.

2026/224 PROPOSED SPEED WATCH CAMPAIGN

The speed gun jointly purchased by Woodborough and two neighbouring Parish Councils several years ago had been located and Cllr Wardle confirmed he had several pieces of equipment which might be of use. Cllrs agreed the speed gun and other equipment should be checked by the Police Community Support Officer to ascertain whether it could be used for the proposed new campaign to potentially avoid additional expenditure. The Chair asked the Clerk to obtain further information regarding residents who were interested in undertaking speed checks.

2026/225 VILLAGE HALL, INCLUDING HEALTH AND SAFETY

The Village Hall Working Party met on 18 September 2026. The regular-user licence for preschool would be prepared and signed as soon as possible, with an updated version to be issued following the proposed change in pre-school's charitable status. The proposal by the Tennis Club to fund the relocation of the yard gate had been shared with pre-school and was under consideration. Issues regarding WiFi use were also under discussion. Cllr Woodfield suggested that NALC could provide IT advice in this regard and asked the Clerk to send an email outlining the issues. Cllrs agreed that ID badges for Cllrs were unnecessary as they were required to sign-in upon arrival at the hall.

Cllr Wardle asked Cllrs if they could assist him to prepare the village hall for redecoration on Saturday, 17 October. Cllrs agreed to offer the caretaker paid overtime to help with this task.

Cllr Starke provided an update regarding concerns that heating pipes were too hot which was under investigation following a risk assessment undertaken by pre-school. Cllr Whincup confirmed he was obtaining quotes to improve acoustics in the main hall.

Cllrs agreed that the Clerk should discuss salting of the car park during icy conditions with the caretaker.

Testing of the fire alarm system and emergency lighting would occur on 21 October. The Clerk agreed to check with the caretaker whether redecoration of the hall would interfere with this.

2026/226 PLAYING FIELD

Cllr Taylor confirmed she was still pursing architectural plans for the planned extension of the storage area and refurbishment of the pavilion. Cllr Wardle provided an update on an electrical issue relating to the pavilion cesspit waste pump which had affected electrics within the pavilion.

The containers for dog excrement bags on the playing field appeared to have been removed. Cllr Wardle agreed to check this, and confirmed he had photographed dog fouling signs on the

playing field in preparation for a review of signage. The Clerk advised that she awaited advice from GBC relating to dog fouling.

2026/227 ALLOTMENTS UPDATE

Cllr Hallam and Cllr Brown agreed to visit the allotments to review boundaries and trees to agree any action required. Cllr Woodfield suggested the current allotment agreement template should be reviewed by NALC and asked the Clerk to provide a copy for this review. The Clerk advised that existing plot holders who wished to take on an additional plot(s) were contacted if no one else was on the waiting list when one became available.

2026/228 CEMETERY UPDATE

Cllrs agreed a Commonwealth War Graves Commission (CWGC) sign advising of war grave(s) in Roe Hill cemetery should be installed. The Clerk to contact CWGC to progress this.

2026/229 REMEMBRANCE DAY, SUNDAY, 8 NOVEMBER 2026

Cllr Anderson confirmed she would lay a wreath on behalf of the council on Remembrance Day. Cllrs Wardle, Pannell and Whincup agreed to place poppies on lamp posts and cemetery gates.

2026/230 FINANCE

Cllr Brown advised that he had cross-checked the financial spreadsheet for July and August and had no concerns but sought clarity on the process going forward. Cllrs agreed bank statements would be downloaded and shared with relevant Cllrs. Two councillors would undertake the monthly check by meeting in person prior to each parish council meeting, with one of those Cllrs undertaking the next check with a different Cllr. Cllr Mellor and Cllr Brown agreed to review the September financial spreadsheet.

The Clerk presented the finance spreadsheet showing income and expenditure during September 2026. 37 BACS payments totalling £14,195.03 net were noted/approved for payment.

Gross payments over £500: £918.00 (WRS Tree Services); £1,281.60 (G Daykin); £907.20 (Overbrook); £7721.34 and £663.74 (Ulyett Landscapes Ltd); £2,924.13 (Zurich Insurance); £589.63 (360 Commercial Cleaning).

9 payments were made by direct debit totalling £545.87 net. There were no gross direct debit payments over £500.

Cllrs agreed the following quotes: GNA Surveyors, £450 + VAT to undertake an insurance revaluation; SP Rose Ltd, £340 + VAT to fill potholes outside the cemetery; RAC Electrical, £2,600 for installation/testing of Christmas lights and renewal of IP rated boxes; Scribe, £477.60 inc. VAT to implement new accounting software and training.

2026/231 PLANNING

There were no objections to the following planning applications:

2026/0273: Variation of condition 2 (approved plans) attached to 2023/0839 for the erection of a dwelling house. Former Bank Hill House, Bank Hill.

2026/0591: 155 Lowdham Lane, Woodborough. Prior approval for an additional storey.

2026/0624: Proposed replacement dwelling, adjacent 114 Lowdham Lane.

2026/0533TCA: 111 Main Street Woodborough:

- T1 - Dead Birch, request to remove/fell
- T2 - Poor condition Birch, request to remove/fell

- T3 - Poor condition Birch - Neighbours overhang from poor condition birch, request removing fallen limbs.

2026/232 OUTCOME OF EXTERNAL AUDIT 2025/26

The Clerk confirmed the outcome of the external audit 2025/26 had been posted on the Parish Council's website by the required deadline. The Clerk advised that the external auditors had asked requested additional information at a late stage regarding variances between the 2024/25 and 2025/26 accounts. Although most queries were answered prior to the deadline provided, it had not been possible to answer all queries in time. Consequently, reference to this and the fact that a question relating to Trusts was initially answered incorrectly (subsequently amended) was included on the notice of conclusion of audit. Cllr Woodfield advised that a large percentage of Parish Councils had inadvertently answered the relevant question incorrectly and she understood the wording would therefore be reviewed prior to next year's audit. The Chair and other Cllrs confirmed they had no concerns relating to the audit outcome.

2026/233 FLOODING MATTERS UPDATE

Cllr Mellor advised that the Flood Action Group would contact Severn Trent Water to invite them to review the watercourse / drainage infrastructure in the village. Cllr Mellor highlighted a letter being sent by the Environment Agency (EA) to parishioners encouraging them to sign-up for flood alerts and suggested a letter should be sent by the Parish Council to Michael Payne MP asking him to request the EA to take more proactive steps to prevent flooding in the village, which was agreed.

Relevant Cllrs agreed to review the council's Emergency Plan, for approval at the December meeting.

2026/234 CHRISTMAS LIGHTS SWITCH-ON

Cllr Starke confirmed Woodborough Community Association (WCA) were happy for switch-on to take place on 28 November 2026. The Christmas tree was due to be delivered on 14 November. Cllr Anderson agreed to help WCA serve mince pies. Cllrs agreed to reimburse WCA for the cost of the mince pies upon submission of a receipt.

2026/235 CORRESPONDENCE AND EXCHANGE OF INFORMATION

There was no additional information to share.

2026/236 OTHER UPDATES

Following a query raised by WCA, Cllrs agreed it was not possible for the council to provide flood lighting at the end of the playing field for the fireworks display.

2026/237 ITEMS FOR THE NEXT AGENDA

The Council agreed Standing Orders would be reviewed at the next meeting.

2026/238 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Monday, 2 November 2026 at 6.45pm.
The meeting finished at 9.25 pm.