

**Minutes of Woodborough Parish Council Meeting
held on Monday, 6 July at 6.45pm
in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

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

IN ATTENDANCE: Cllr Helen Greensmith, Gedling Borough Council (part) and Sara O'Connor (Clerk).

2026/164 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Liz Anderson (Chair), Cllr Julian Brown and Cllr Jody Stoll (Nottinghamshire County Council).

Cllr Taylor chaired the meeting in the absence of Cllr Anderson.

2026/165 DECLARATIONS OF INTEREST

Cllr Taylor declared an interest in item 2026/189 (Finance) regarding a reimbursement to her.

The Clerk declared an interest in item 2026/191 (Confidential Staffing Update) and agreed to leave at the appropriate time if required to do so.

Councillors were reminded to review their declarations of interest and notify GBC of any required updates.

2026/166 OPEN SESSION FOR MEMBERS OF THE PUBLIC

Two members of the public attended the meeting to ask the council to highlight the Gedling Borough Council (GBC) Local Development Plan (LDP) consultation to residents which would close on 3 August 2026. The residents also highlighted concerns regarding the suitability of land near Broad Close for housing due to potential flooding issues.

Cllr Taylor confirmed details of consultation and how to respond had been posted on the Parish Council's website, and that land near Broad Close was identified as suitable for 11 houses in 2018.

Cllr Greensmith confirmed that no planning applications relating to this land had been received to date, noting that planning permission was valid for three years once granted. Cllr Greensmith also confirmed that GBC were very aware of flooding issues within Woodborough and encouraged residents to respond to the consultation.

Cllr Mellor requested that any photographic evidence of flooding issues in the relevant area that residents might have was shared with the Flood Action Group via its Facebook page.

Cllr Taylor confirmed that the LDP Consultation would be discussed by the Parish Council later in the meeting.

2026/167 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

The minutes of the previous meeting held on 1 June 2026 were approved without amendment.

Councillors noted that the minutes of 5 May 2026 had been updated to amend 'Staffing Sub-Committee', which was incorrectly named, to 'Human Resources Working Party' within the table of responsibilities.

2026/168 MATTERS ARISING

Cllr Wardle advised that he recently met with the Council's Lengthsman and had agreed that a checklist listing duties required in each area would be completed each month and submitted to the council. Cllr Wardle asked Cllrs to advise him of any areas which required attention in the village on an ongoing basis.

Cllr Wardle also advised that he would contact Cllr Stoll to clarify responsibility for maintaining hedges on the roadside boundary of some properties on Shelt Hill from above the old chapel up to the bend in the road.

2026/169 CHAIR'S REPORT

Cllr Taylor advised that Cllr Taylor had confirmed in advance she had no significant issues to report.

2026/170 DISTRICT REPORT

Cllr Greensmith advised that several residents had contacted her regarding the LDP consultation and she had held a drop-in session regarding a proposed large scale development in Lambley.

Following concerns raised by Woodborough residents regarding the proposed location of several new telegraph poles, Cllr Greensmith contacted Open Reach which had resulted in two poles being relocated so far. Open Reach had been encouraged to contact relevant residents to discuss their concerns in relation to several other poles.

Cllr Greensmith also advised that following a change in regulations, GBC had received several House of Multiple Occupation (HMO) applications within the borough (but not within Woodborough Parish) which GBC had started to grant. This had led to concerns being raised by local residents, including issues related to parking.

Cllr Greensmith asked Parish Councillors to advise her of any nominations for the Gedling Awards.

2026/171 COUNTY REPORT

Cllr Taylor read out a brief update provided by Cllr Stoll, as below:

Foxwood Lane and Bank Hill resurfacing was due to commence 3 August 2026, with a caveat that the date could slip due to weather or other unforeseen events.

A petition arranged by Craig Leivers calling for additional traffic management measures in Woodborough would be submitted to the full Nottinghamshire County Council meeting, 9 July 2026.

2026/172 GEDLING LOCAL DEVELOPMENT PLAN CONSULTATION

Cllr Green suggested that if the Parish Council had any concerns regarding the LDP, that it should submit a response. Cllrs acknowledged that the main concerns related to flooding and parking.

2026/173 NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS (NALC) ANNUAL GENERAL MEETING (AGM), 21 OCTOBER 2026

Councillors agreed that there were no motions for debate that it wished to be discussed at the NALC AGM on 21 October 2026. The Clerk would therefore return 'Form D' to NALC confirming this. The remainder of forms relating to the AGM would be reviewed at the next meeting on 7 September 2026 prior to submission by the deadline of 21 September 2026.

Councillors also agreed that Cllr Whincup would attend the NALC AGM.

2026/174 VACANCIES ON PARISH COUNCIL

Expressions of interest to fill the two vacancies on the Parish Council had been received from Pat Woodfield and Dawn Harris. Cllrs agreed arrangements would be put in place by the Clerk to meet both candidates and any other individuals who might express an interest in joining the council, as soon as possible, so that co-option could proceed.

2026/175 VILLAGE HALL SAFETY

Cllr Starke advised that the cost of installing automatically closing fire retardant hatches linked to the fire alarm system was much higher than expected. Following discussion, it was agreed that the Clerk should contact the company which undertook the fire risk assessment to clarify if new shutters were mandatory. Cllr Starke agreed to look into the possibility of obtaining a grant from the Local Community Fund to fund the cost.

Cllrs suggested a potential option was to block up the hatch from the kitchen to the committee room, and agreed that any work should be undertaken when the kitchen was refurbished.

2026/176 VILLAGE HALL

Councillor Taylor provided an update on the Village Hall Working Party (VHWP) meeting held 3 July 2026, including discussions regarding health and safety, cleaning, and incident reporting arrangements. Concerns were raised regarding the main hall floor. Due to these concerns, Cllrs agreed that a specialist contractor would be engaged to undertake maintenance of the floor urgently.

Hall users were also experiencing problems connecting to the Guest WiFi. It was agreed the Clerk would contact BT in this regard.

The possibility of installing air conditioning in the village hall had also been discussed by the VHWP. Cllrs agreed this was something that should be considered as a potential future project.

Further updates were provided on the following issues: principles for granting of the new Cricket Club Cricket Club licence had been agreed; a new induction hob and microwave had been installed; painting contractors would commence redecoration of the village hall during the October half term holiday (Cllr Wardle had obtained some paint testers for consideration); the glass dishwasher had been installed in the bar area but had not yet been tested; the council had secured a new gas tariff contract (post-2028) to gain financial certainty in the coming years; four newly installed safety glass panels in the front doors of the village hall needed to be appropriately stamped to confirm they complied with the relevant standard and the contractor would return to do this; and hedge cutting commenced 3 July.

Councillors approved two quotes for installation of a thermostatic mixing valve in the disabled toilet (£397.81) and replacement of automatic air vents (£235.92).

Cllr Wardle advised that he would contact the caretaker regarding an issue with the activation valve in the men's urinals.

Cllr Starke advised that it was apparent users of the main hall often found it difficult to hear due to poor acoustics. It was therefore agreed that a quote to improve the acoustics should be sought. Cllr Whincup agreed to provide the Clerk with the contact details of several companies that might be interested in quoting for this work.

2026/177 FLOODING MATTERS UPDATE

Cllr Starke had been in contact with NCC and Severn Trent Water regarding dislodged sandbags in the Sycke Dyke bank at the corner of the playing field. A potential solution was to install gabions and discussions were ongoing in this regard. Severn Trent had been reminded of the need to ensure levels in this area were correct. Although work had been undertaken to regrade the playing field and resow the grass, much of the seed had been eaten by birds and further work was required to meet the required specification which the contractor had agreed to do.

2026/178 VILLAGE HOUSEKEEPING

It was agreed that the Clerk should request a local contractor to provide a quote to fill potholes on the road outside the cemetery.

2026/179 DEFIBRILATORS

Cllr Taylor advised that there was currently a national shortage of defibrillator pads. The pads for the defibrillator at the telephone box were now out of date, but permission had been granted to continue to use them until replacements arrived. A new battery for the defibrillator would soon be required.

2026/180 SAM MIDDUP FIELD (SMF) DEVELOPMENT

It had been recommended that a topographical study of SMF, which was likely to cost several hundred pounds, should be undertaken to consider how natural water courses could work with nature to achieve natural attenuation. Cllrs unanimously agreed that this study should be undertaken.

2026/181 PLAYING FIELD

Cllr Taylor requested permission to engage an architect as it was necessary to expand storage at the Pavilion which required alteration of the roof line of the building. The cost for providing the plans would be approximately £650, following which quotes for an asbestos survey and building work could be obtained. Cllrs agreed that an architect should be engaged but asked that Cllr Taylor clarify whether the cost included submission of the relevant planning application.

Clubs using the Pavilion had reviewed items stored there and would remove any superfluous items. There had been no further reports of rodents in or near this area.

2026/182 GOVERNOR'S FIELD

Cllr Stake and Cllr Whincup had considered the recent ROSPA report on the play area and equipment in more detail and confirmed that points worthy of action were all rated as medium risks. It was proposed that no work would be undertaken on the paths at the current time, which was agreed. Action being taken included: filling a potential 'finger trap', replacement of a board on the zip wire launch area; chamfering of the tunnel edges; the roof on the large climbing frame

would be inspected and any work required undertaken. The zip wire had recently been inspected. The Clerk was asked to check the cost of the annual RoSPA inspection.

Cllr Starke advised that he had reviewed the Bench Policy, but would undertake further work to simplify it, prior to submission for approval at the September Council meeting.

Governor's Field would be closed to the public on Monday, 13 July from 11.00 am to 1.30 pm so that Woodborough in Bloom could undertake annual weeding of the rose bed. Year 8 school leavers would assist with this work.

2026/183 LICENCE TO USE WOODBOROUGH SCHOOL FIELD 'CAGE'

Legal advice had been sought on the content of the proposed new licence for the school field 'cage' area and was awaited.

2026/184 CHURCHYARD

Cllr Anderson had advised that she was not yet aware of the new Church Wardens. The Parish Council's contractors were doing a good job of keeping the churchyard tidy.

2026/185 CEMETERY

The hedges within the cemetery were being cut during early July.

A request had been received from a member of the public for a sign to be displayed at the entrance of the cemetery advising that there are Commonwealth War Graves located there. The Clerk had therefore contacted the Commonwealth War Graves Commission to query the criteria/process to erect an appropriate sign and was awaiting a response.

2026/186 ALLOTMENTS UPDATE

Cllr Hallam requested the Clerk to send him information regarding the allotments as he was now the Councillor with responsibility for them. Cllr Hallam asked Cllrs to advise him should they become of any issues that required attention at the allotments.

2026/187 DRAFT ANNUAL REPORT 2025/26

The final version of the annual report 2025/26 would shortly be submitted to the printers. The Football Club had been asked to provide a list of roads where football team members could deliver the reports.

2026/188 PLANNING

There were no objections to the following planning applications:

2026/0166TPO – Felling of 1 silver birch, 10 Pinfold Close, Woodborough, NG14 6DP.

2026/0338 - High Pastures Bank Hill - single storey side extension to the existing dwellinghouse at the site and a proposed detached, single-storey outbuilding within the location shown coloured purple on the block plan submitted in support of the application

2026/189 FINANCE

The finance spreadsheet was not reviewed at this meeting as a number of entries needed to be checked. Cllr Mellor and the Clerk would meet to review the spreadsheet and the final version would be circulated to Cllrs and presented to the next meeting as soon as possible.

Cllrs noted that the non-taxable amount for mileage had increased from 45p to 55p per mile and I agreed to increase the mileage rate for Cllrs to 55p per mile.

2026/190 CORRESPONDENCE AND EXCHANGE OF INFORMATION

There was no additional information to share.

2026/191 OTHER UPDATES

There were no other updates.

2026/192 WPC STAFFING UPDATE (CONFIDENTIAL ITEM)

This item has been minuted confidentially.

2026/193 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Monday, 7 September 2026 at 6.45pm.
The meeting finished at 10.00 pm.