

Minutes of Woodborough Parish Council Meeting
held on Monday, 7 September 2026 at 6.45pm
in the Village Hall, Lingwood Lane, Woodborough, Nottingham

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

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

2026/194 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Liz Anderson (Chair), Cllr Richard Whincup, Cllr Amanda Mellor, Cllr Julian Brown, and Cllr Jody Stoll, Nottinghamshire County Council (NCC). Cllr Taylor was unable to attend the first part of the meeting and arrived as 'matters arising' were discussed.

In the absence of Cllr Anderson, Cllr Starke chaired the meeting and it was agreed he should continue chairing once Cllr Taylor arrived.

2026/195 DECLARATIONS OF INTEREST

Councillors were reminded to review their declarations of interest and notify GBC of any updates. The Clerk declared an interest in relation to item 16 Finance (2026/27 National Pay Award).

2026/196 OPEN SESSION FOR MEMBERS OF THE PUBLIC

No members of the public were in attendance.

2026/197 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

The minutes of the previous meeting held on 6 July 2026 were approved.

2026/198 MATTERS ARISING

Cllr Starke advised that he was waiting to hear from Severn Trent Water when their contractor would be installing the dyke bank reinforcing membrane at the corner of the Playing Field. Cllr Wardle confirmed he would request the Lengthsman to cut back foliage obscuring any speed restriction signs on Shelt Hill.

2026/199 CHAIR'S REPORT

Cllr Anderson had asked the council to consider whether it should fund a proposed Speed Watch campaign, which was on the agenda.

2026/200 DISTRICT REPORT

Cllr Greensmith advised that although local government reorganisation had been paused in Nottingham and Nottinghamshire, an election for Councillors on Gedling Borough Council (GBC) would take place in May 2027. Cllr Green also advised that there were no House in Multiple Occupation applications within Woodborough to-date. Cllr Greensmith agreed to send the Clerk an application form for grant funding available for her to award. Cllrs agreed any funding received would be used to repaint the 'finger' signs within the village. Cllr Wardle agreed to obtain quotes.

2026/201 COUNTY REPORT

An update provided by Cllr Stoll was summarised as below:

Woodborough had received the biggest investment into its roads for many years, including resurfacing of Foxwood Lane and Bank Hill. Cllr Stoll continued to request more improvements.

NCC's response to a petition for a 20mph speed limit within Woodborough village was awaited.

Cllr Stoll had requested that all Woodborough drains were flushed prior to the winter months based on the village's flood history.

The Government had paused Local Government Reorganisation in Nottingham and Nottinghamshire. Consequently the existing councils would remain in place for the time being.

2026/202 NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS (NALC) ANNUAL GENERAL MEETING (AGM), 21 OCTOBER 2026

Councillors noted it was previously agreed that Cllr Whincup would attend the NALC AGM and agreed completion of forms A, B, C, E and F for submission to NALC by 21 September 2026.

2026/203 PROPOSED SPEED WATCH CAMPAIGN

Councillors noted the cost of equipment for a proposed Speed Watch campaign was between £600 to £750 plus delivery charges. Cllrs asked the Clerk to try to locate the speed gun purchased for a previous campaign. Cllrs also noted that a decision regarding the petition for a 20mph speed limit was awaited from Nottinghamshire County Council. The Clerk was also asked to make enquiries to ensure there were sufficient people willing and able to undertake the relevant duties for a new campaign, and to contact the Police to request them to undertake their own speed checks in areas of concern. A decision on funding was therefore deferred until the next meeting.

2026/204 GOVERNORS' FIELD

Cllr Starke provided an update on action taken in response to the most recent RoSPA report on the play area and equipment. The Madri seesaw had been partly dismantled to prevent its use as it had collapsed due to a large split in the vertical support post.

Cllrs considered quotes for a replacement seesaw and agreed that a like-for-like product, costing £4,410.60 plus VAT, would be bought to maintain the character of the play area and village.

Cllr Starke advised he would obtain a quote to replace the cross bars on the swings so that this amount could be included in next year's budget should it become necessary to replace them.

Cllr Starke had made further amendments to the Memorial Bench Policy, which was approved by the Council subject to minor amendments. The Council also agreed to develop a list of all benches within its responsibility to support regular inspection. The Clerk agreed to develop a spreadsheet for use by Cllr Wardle and Cllr Starke to list all relevant benches.

2026/205 VILLAGE HALL, INCLUDING HEALTH AND SAFETY

The Council received an update on the village hall including the following:

The village hall floor had maintenance undertaken at the end of July. The tennis courts were resurfaced and relined in August, and now included pickleball markings. The guest Wi-Fi had been tested and now appeared to be working and regular users had therefore been asked to check if they could connect. Cllr Wardle had replaced a faulty valve in the men's urinals. The Village Hall Working Party was due to meet again on 18 September 2026.

Cllrs considered several paint samples for redecoration of the main hall and chose the following colours; sample number 30YY58178 for the main walls; and 'Ruby Starlet' for the stage end wall.

The Council agreed that following clarification of relevant legislation, the fire shutters in the kitchen would not be replaced at the current time. Further consideration would be given as part

of the proposed kitchen refurbishment. Cllrs agreed that a visit should be made to neighbouring parishes which had installed commercial kitchen equipment prior to agreeing the new design.

The Council supported a proposal by the Tennis Club to pay for the relocation of a gate near the tennis courts. Cllrs asked the Clerk to contact Pre-school to ask if re-siting of the gate would negate the need for children's access to the courts.

The Council considered whether the railings and metalwork around the tennis courts should be professionally repainted and agreed Cllr Whincup should be asked to obtain quotes for this work to be undertaken in early 2027/28. The cost would then be included in next year's draft budget.

2026/206 PLAYING FIELD

Cllr Taylor advised that she anticipated having an architectural drawing for proposed works to the Pavilion by the next meeting. It was proposed that the storage area would be extended first followed by refurbishment of the kitchen and changing room areas.

The Clerk confirmed she would progress the new cricket club licence and that no further reports of rodents in/near the Pavilion had been received. The clerk also advised that she was awaiting contact from GBC's Environmental Health Department regarding action to address dog fouling on the playing field in order to protect the health of those using this area. Cllrs agreed that relevant signage would be reviewed to ensure it was clear dogs must be kept on leads; dog excrement must be removed and disposed of appropriately; and that dogs must be walked using the footpath around the perimeter; plus relevant legislation. Cllr Wardle agreed to photograph all existing signage to facilitate this review.

2026/207 PLANNING

There were no objections to the following planning applications:

- **2026/0273** - Former Bank Hill House, Bank Hill, Variation of condition 2 (approved plans) attached to 2023/0839 for the erection of a dwelling house.
- **2026/0432** - 31 Sunningdale Drive Woodborough, two storey rear extension, single storey front extension.
- **2026/0486TCA** - 57 Main Street Woodborough - T1-Holly: Fell to round level: T2-Silver birch: Reduce in height by 4m to suitable replacement branches maintaining a flowing branch line and natural shape.
- **2026/0524TPO5** - 111 Main Street Woodborough: Pine - remove failed and damaged limbs to make tree safe.

2026/208 CHRISTMAS LIGHTS SWITCH-ON

The Council agreed that the Christmas lights switch-on would take place on 28 November 2026. Cllr Starke would contact the Woodborough Community Association to suggest this date, and would obtain a quote for the Christmas tree.

2026/209 FINANCE

The finance spreadsheet which was withdrawn from the July meeting had been previously circulated to Cllrs. The Clerk had agreed several changes to the format of the spreadsheet with Cllr Mellor.

The Clerk presented the finance spreadsheet showing income and expenditure for two months, July and August 2026. 12 payments totalling £8,318.29 net were noted/approved for payment.

Gross payments over £500: £894.14 (Ulyett Landscapes Ltd); £977.40 and £1,080.00 Overbrook; £694.54 and £653.23 LGPS (staff pensions); HMRC £937.14 and £600.36 (PAYE and NI); £3,240.90 (Salary and mileage); £955 Bexons, Annual Report printing.

18 payments were made by direct debit totalling £2098.01 net, including one gross direct debit payment over £500: EDF £826.07.

Cllrs also agreed that the Nationwide Building Society account would be closed and the balance transferred to one of the council's other deposit accounts paying the highest interest rate; and agreed the direct debit to Scottish Power for electricity at the Pavilion would be increased to £112.00 to cover ongoing usage.

Cllrs also agreed to implement the 2026/27 National Pay Award, back-dated to 1 April 2026, for all relevant staff.

Councillors noted that EDF were investigating whether the electricity smart meters at the village hall were working correctly. Utility Aid were supporting the Council in this regard.

Cllr Julian Brown would be asked to undertake a cross-check of all entries against invoices as an additional financial control.

2026/210 VACANCIES ON THE PARISH COUNCIL

The Council noted that a meeting would be held with an individual who had expressed an interest in joining the Council prior to the next meeting on 5 October 2026. A second individual had withdrawn their application and a notice had therefore been added to the council's website seeking expressions of interest.

2026/211 CORRESPONDENCE AND EXCHANGE OF INFORMATION

There was no additional information to share.

2026/212 OTHER UPDATES

Cllrs reviewed the housekeeping checklist. Cllr Taylor advised that she would order a new battery for one of the village's defibrillators. The Clerk was asked to contact Ulyett Landscapes to clear beneath the rhododendrons and hollies in the churchyard and to contact Cllr Stoll regarding housekeeping issues within NCC's responsibility. Cllr Wardle agreed to identify and book an appropriate contractor to paint the telephone boxes in early 2026/27 and to request the Lengthsman to clean road signs - Cllr Starke to prepare a list of roads to assist with this task. Cllr Starke also agreed to contact a contractor regarding cutting back the hedge at the corner of Church Walk and Pinfold Crescent.

Cllr Pannell advised that St Swithun's Church was seeking financial donations from residents and asked whether the council might consider donating. Cllrs agreed that the council should not so due to the need to fund works to premises within its remit.

2026/213 WPC STAFFING UPDATE (CONFIDENTIAL ITEM)

The Council agreed to pay Averil Marczak, the former Responsible Finance Officer, working from home expenses for April, May and June at £26 per month (total £78) and outstanding overtime of 21 hours at the appropriate hourly rate (£22.94 following implementation of the national pay award) plus employer's pension and NI contributions.

The Council also agreed that the additional increment to be paid to Angus Craig-Dennis (ACD), the council's Caretaker, taking him from SCP12 to SCP13, should be applied from the date of the anniversary of his contract of employment (5 March 2026). It was also agreed that advice should be sought from NALC regarding applying a ceiling to ACD's salary.

2026/214 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Monday, 5 October 2026 at 6.45pm. The meeting finished at 10.00 pm.