

**Minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> February 2026  
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Liz Anderson (Chair), Cllr Julian Brown, Cllr Phil Hallam, Cllr Amanda Mellor, Cllr Richard Pannell, Cllr Colin Starke, Cllr Charles Wardle,

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

**2026/24 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Andrew Gough, Cllr John Newsome, Cllr Linda Taylor and Cllr Richard Whincup.

**2026/25 DECLARATIONS OF INTEREST**

Cllr Wardle declared a pecuniary interest in the update to the SHLAA.

**2026/26 MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 5<sup>th</sup> January 2026 were approved.

**2026/27 MATTERS ARISING**

Items yet to be progressed: replacement dishwasher, removal of Players' scenery.

**2026/28 CHAIR'S REPORT**

The Chair introduced Sara O'Connor who would be joining WPC as the new Clerk on April 1<sup>st</sup>.

**2026/29 DISTRICT REPORT**

Cllr Greensmith had arranged a meeting with the new owner of the shop. Cllr Greensmith reported that GBC councillors' community grants pot might be withdrawn for 2027/28. It was agreed that the Chair should write to GBC to argue for its continuation. The Chair asked Cllr Greensmith to feed back concerns that the Woodborough SHLAA had been updated without any communication to WPC.

**2026/30 COUNTY REPORT**

Cllr Stoll reported that the recent traffic survey on Main Street showed that speeds and traffic volume were no worse than in 2016 and hence there was no evidence that change was needed. Cllr Stoll had nominated Bank Hill, Foxwood Lane and Main Street for resurfacing in the 2026/27 capital programme. The Chair asked for action on pavements on Bank Hill, Lowdham Lane and Main Street and requested that Cllr Stoll report the damage to the cemetery bridleway (caused by builders' vehicles) to the Rights of Way team.

### **2026/31 MEMBERS' RESPONSIBILITIES**

A preliminary discussion was held in advance of assignment of responsibilities at May's Annual Parish Council Meeting.

### **2026/32 ASSERTION 10 DIGITAL & DATA COMPLIANCE**

The Clerk briefed WPC on the requirements of Assertion 10 which would form part of the 2025/26 Annual Governance Statement. It was agreed to approve a revised publication scheme and to adopt the draft IT policy. WPC's Data Protection policy would be considered at the March meeting.

### **2026/33 2026/27 BUDGET**

The Clerk presented the budget proposal. An expenditure budget of £161,778 was agreed. The following key items of capital expenditure were agreed in principle:

- Village Hall – fire doors and hatches, refurbishment of chair store;
- Pavilion, refurbishment subject to securing additional grant funding

It was agreed to increase the precept by 3.99% to £90,039. It was resolved to authorise GBC Form C (signed by the Chair, Cllr Mellor, Cllr Starke).

It was agreed to donate £1300 to Woodborough in Bloom.

It was noted that other income was forecast to total £50,615 hence £21,124 was budgeted to be spent from reserves.

### **2026/34 2025/26 FEES**

Village Hall fees: it was agreed that from April 1<sup>st</sup> hourly fees should be raised by £1 (resident hourly rate weekday £14, weekend £16; non-resident hourly rate weekday £21, weekend £23). It was agreed that parties held between November 1<sup>st</sup> and March 1<sup>st</sup> should be charged an additional £3 per hour to help cover heating costs. It was agreed that from April 1<sup>st</sup> payment by cheque should no longer be accepted.

Playing Field fees: it was agreed that tennis, cricket match and football match fees should remain unchanged. It was agreed that an annual charge of £400 should apply to Woodborough Celtic Youth and that the Boot Camp's annual charge should be increased to £400.

It was agreed that Cemetery fees should remain unchanged.

### **2026/35 RESERVES POLICY**

The update to the reserves policy was reviewed and approved.

#### **2026/36 INTERNAL AUDIT REPORT**

The internal audit report from 2025 was reviewed. The need to carry out risk assessments on the Playing Field, Sam Middup Field and allotments was noted.

#### **2026/37 RISK ASSESSMENT**

The financial risk assessment was reviewed and agreed. It was noted that it would be prudent to obtain an updated reinstatement valuation for the Village Hall and pavilion. It was agreed that the next programme of topple testing should be planned for 2027/28.

#### **2026/38 APPOINTMENT OF INTERNAL AUDITOR**

It was agreed to ask Andy Hodges to act as internal auditor.

#### **2026/39 POLICIES**

The Performance Improvement Policy was adopted. The revised Disciplinary Policy was adopted. The Prevention of Harassment policy was reviewed and no changes made.

#### **2026/40 VILLAGE HALL HEALTH & SAFETY**

The replacement fire doors would be installed after March. Cllr Starke had obtained a new quote of £2,906 + VAT for electrically operated fire rated hatch shutters and this was approved. Installation would be an additional charge.

#### **2026/41 VILLAGE HALL**

The Clerk had circulated the draft licence agreement prepared by Gedling Legal. It was agreed that a meeting should be held with Preschool to discuss their licence. It was agreed to delegate the editing of licences for other regular hirers to the Clerk. It was agreed that voluntary youth organisations should be allowed 15 minutes to set up/clear away without charge, diary permitting.

It was noted that the ladies' toilet door had been damaged by a hirer and it was agreed to pass on the charge for a replacement door.

Following issues with the hob, it was agreed that the cupboard beneath the hob should be vented and the operation of the extractor reviewed.

#### **2026/42 FLOODING MATTERS UPDATE**

There had been a technical issue with the submission of the licence for works on the playing field; it was hoped that a solution was now in place. Woodborough FLAG had a meeting with Michael Payne MP arranged for February 24<sup>th</sup>.

#### **2026/43 VILLAGE HOUSEKEEPING**

Cllr Pannell asked that the finger signs be added to the list of jobs. Cllr Mellor would discuss the list with the WCA.

#### **2026/44 SHERWOOD FOREST DAY**

It was agreed that the plaque, generously donated to the village by a resident, should be installed in the Governors' Field. It was agreed to write to thank the donor.

#### **2026/45 TREWORKS UPDATE**

Treeworks were underway and would be completed in the next week or so.

#### **2026/46 SAM MIDDUP FIELD**

The Chair reported that a further meeting had been held and good progress made towards the preparation of plans upon which the village would be consulted.

#### **2026/47 PLAYING FIELD**

Cllr Wardle would shortly have a quote for the work to clear the land adjacent to the dyke.

#### **2026/48 CEMETERY**

It was agreed to decline a request to pre-approve 2 memorials for future installation or to install 2 memorials unengraved.

#### **2026/49 LOCAL DEVELOPMENT PLAN & SHLAA UPDATE**

The Clerk reported that the next iteration of the LDP, including sites and housing numbers thereon, would be published mid-April as part of GBC cabinet papers. Public consultation was likely to start mid-June. An updated SHLAA map had been published on GBC's website including 2 additional potential sites in Woodbrough.

#### **2026/50 PLANNING**

The following applications were considered and no objection raised:

2025/0920 for infill extension to kitchen to provide additional café seating, demolition of existing building structure at Woodborough Green Garden Centre.

The Clerk had responded under delegated powers to the following, making no objection: 2024/0225 and 2024/0226 for the retention of boundary wall around 156 Main Street.

#### **2026/51 FINANCE**

The Clerk presented the financial statement for February. 14 payments, totalling £4853.86 net, were approved for payment. Gross payments over £500: £537.26 LGPS (staff pensions), £800 Prudential (AVCs); £570.21 Notts ALC (annual subs); £903.00 Overbrook (contract cleaning). A further 10 payments were made by direct debit totalling £1139.22 net. Gross direct debit payments over £500: EDF £730.13 (gas).

**2026/52 CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The following items were noted: correspondence regarding village speeds; ongoing correspondence from solicitors representing Archway Learning Trust regarding licence to use school caged field; GBC, various agendas and press releases.

**2026/53 ITEMS FOR THE NEXT AGENDA**

It was agreed to include procedure for locking SMF when waterlogged.

**2026/54 DATE OF THE NEXT MEETING**

The date of the next meeting was confirmed as 2<sup>nd</sup> March 2026 at 6.45pm.

The meeting finished at 10pm.