

Draft Minutes of Meeting: FULL COUNCIL

Date and Time: Wednesday 15 November 19.00
Venue: The Old Courthouse

Present : Cllr M Stott (Chair) G Adams, P Barron, J Berridge, R Blaney, J Bostock, P Brooker, M Brock, P Harris, J Lightwood, C Marshall, P Rainbow, K Roberts,

In Attendance : L Wright Clerk, 1 member of public

23/11/122 Apologies for absence

Apologies accepted from Cllrs L Harris & S Perry

23/11/123 To receive any declarations of interest.

Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011. - None received

23/11/124 Minutes of previous meetings

124.1 Minutes Wednesday 18th October 2023 -

Agreed Unanimously

124.2 Matters arising - none

23/11/125 Opportunity for questions from Councillors and Members of the Public-none

23/11/126 Chairman's Report and Announcements - Cllr Stott

- thanked the Deputy Clerk, all staff, the Lions, Councillors and volunteers for their help with the Remembrance Day parade
- ask for more help with the Christmas Market
- reminded Councillors that items for the Agenda should be sent to the Clerk prior to the agenda circulation date and cannot be included ad hoc at a meeting

23/11/127 County Councillor Report - Cllr R Jackson reported

- Storm Babet had caused flooding in 11 or 12 properties in Southwell
- Maythorne had flooded
- Maintenance of Halam Road to be kept clear
- Emphasis is required on neglected infrastructure
- A feasibility study has concluded it is possible to install a zebra crossing near Halloughton Road and asked if the Town Council would consider donating CIL
- Discussions are ongoing regarding the path from Brackenhurst to Park Lane
- Neil Clarke has received both 'for' and 'against' letters regarding '20 is plenty'
- The King Street closure is now with another department for consideration
- The ownership of the lights on the cross sites path are under investigation
- There has been no communication regarding the fibre installation in the town

23/11/128 District Councillor Reports- noted and attached

23/11/129 Clerk & Projects Report -noted

- 23/11/130 Finance Matters –**
130.1 Summary Income & Expenditure and Reserves to end September 2023-
 noted
130.2 Bills for Payment –
130.3 Late bills for payment
 Agenda items 130.2 & 130.3 Agree unanimously
- 23/11/131 Proposal for Southwell Town Council expresses its support for the Climate and Ecology Bill –** Cllr Blaney reported this bill had fallen
 Items 1-3 withdrawn
 Item 4 Proposed R Blaney Seconded K Roberts
Agreed unanimously
- 23/11/132 Proposal to re-establish to Town Forum –**
 Proposed P Harris Seconded P Barron
Agreed unanimously including Terms of Reference to be agreed at the next Full Council meeting and it would compliment the Neighbourhood Plan timetable
- 23/11/133 Update from Southwell Leisure centre trustees – the original tabled update was withdrawn and replaced by Cllr Berridge – noted**
- 23/11/134 Town Emergency Plan –** deferred to the New Year
- 23/11/135 To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting.**
135.1 Draft Planning & Highways Meeting – 4th October, 1st November 2023 –
 noted
135.2 Draft Town Environment 13th September 2023 – noted
- 23/11/136 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential items – previously circulated.**
Agreed unanimously
- 136.1 Appointment of Skatepark contractor – agreed unanimously**
 The funding video to be sent to the Comms Working Group
- To suspend standing orders to allow an extra 15 minutes from 21.00- **Agreed Unanimously**
- 136.2 2.9 Acre Field of Memorial Drive**
136.2.1 Working Group Update – noted
136.2.2 Appoint an ecological surveyor – agreed , Governance & Finance to allocate the cost centre for the costs
136.3 HR update -noted

23/11/137 Items for Communication – none

23/11/138 Items for discussion at next meeting - Town Forum

23/11/139 Date of next meeting Wednesday 17th January 2024

Meeting Closed at 21.10

Signed
Chair of Full Council

Dated

District Cllrs Karen Roberts and Peter Harris Report for November 2023

Full Council Oct 17

The Council agreed to adopt the United Nations Sustainable Development Goals. N&SDC will contribute to the achievement of the UN SDGs through delivery of the Community Plan, and actively engage and collaborates with other local authorities, organisations, and community groups to share best practices, experiences, and lessons learned in advancing the UN SDGs

The Council also agreed to take action to improve water quality and the ocean. N&SDC will work with responsible authorities and others with an interest in the River Trent to bring an action plan and to review the timetable to Cabinet within 12 months. It will also now work with Severn Trent, the Environment Agency, developers, and other agencies to explore ways to improve the water quality of our rivers

The Council will now introduce a process for the better disposal of Single Use Vapes

The consultation on the closure of Ticket Offices at Newark Northgate and Castles Stations was opposed. The Government has now withdrawn these proposals required of the Railway Operating Group

Cabinet Oct 31

The Cabinet approved the draft Community Plan 2023 - 2027 to go to the Full Council to be held on 12 December 2023

Southwell Leisure Centre The Cabinet heard a report on the condition of Southwell Leisure Centre and the essential works that are required to the dry and wet side facilities at the Leisure Centre. Since it took a lease for the Centre from the Trustee, various works need to be undertaken. The works are categorised into three areas - fire safety, general repairs, and pool repairs. The closure of the main pool from 29 October 2023 to 1 December 2023, is to carry out further investigatory works. The Learner Pool remains open during this period. A budget of £740,000 from the Capital Programme, to carry out the fire safety and general repairs to the dry side facility. has been identified. The Cabinet undertook to make every effort to phase the works to keep the Leisure Centre operational at all times. However, N&SDC and Active for Today warn that there is a possibility that the Leisure Centre may have to close for a period of time in order for the works to be carried out safely, effectively and efficiently

Revisions to the Community Grant Scheme were approved but Parish and Town Councils are no longer invited to apply for funding under this grant scheme. The previous grant scheme set a maximum award of £5k per organisation and this is increased to £20k to allow for larger, transformational projects. The application window is 13 November – 22 December 2023

Planning Committee [Keith Melton and Peter Harris] Nov 9

Applications to be heard -after the agenda was published are
Stable Building, Newhall Lane, Edingley

and construction of two large solar farms 76.5 hectares (ha) of agricultural land at Knapthorpe Lodge, Hockerton Road, Caunton, and a further 69 Ha at Muskham Wood

N&SDC is one of the few in England and Wales who do not permit public speaking. The Committee will investigate allowing public speaking at Planning Committee.

Performance and Policy Improvement Committee (PPI) – Karen Roberts

There have been no meetings of the Committee in this cycle

District Council report November 2023[

NSDC's last Full Council meeting took place on 17th October.

A petition was presented to the Council by a member with 60 signatures calling for larger parking spaces in the District Council car parks with no height restrictions, which would enable parking for vehicles transporting multiple wheelchair users.

Officers are exploring the possibilities and looking at short term changes with the relocation of some existing disabled car-parking spaces on the London Road car-park and increasing the length of other spaces where possible.

Council also had a number of motions United Nations Sustainable Development Goals

Ocean Recovery

Disposal of single use vapes

Housing of Asylum Seekers at RAF Scampton

Ticket Office Closure at Newark Northgate Station

Council also considered the report of the Members Allowances Independent Remuneration Panel.

The scope of the review was to consider the change in the Council's Cabinet arrangements. The increase from five portfolio holders to eight and the proposal to continue with current special responsibility allowance rate of £8,500 will require an in year additional budget requirement of £25,000.

It was also recommended an increase be made in respect of rates payable for Childcare and Dependants Carers Allowance and increased to the maximum level of the national living wage. An increase of 42p an hour.

The November planning committee is due to consider an application by NSDC to provide the Council with a glass recycling compound.

The compound is shown to be within the Newark lorry park, on the Great North Road.

If approved the new compound would receive recyclable glass from household collections, which would be delivered twice daily by refuse vehicles for storage before being collected in bulk and delivered to a recycling centre.

Cllr Penny Rainbow

District Councillor, Southwell Ward

Agenda item 24/01/145 Cllr Roger Jackson Report

Cllr P Harris Question

In the last two months it is estimated that over 2000 tonnes of soil have been washed into the ditches and rivers flowing through Southwell. Residents have commented on how silty the water has been and still is. This has come from fields surrounding the town and is now silting rivers and drains. What is being done by the County Council to reduce this? How could this be improved?

Answer to Peters question

Unfortunately, after heavy rain you always get erosion of soils from farmers' fields etc which can build up in rivers dykes and ditches as well as roadside gullies.

Most of what is classed as main rivers are the responsibility of the EA to maintain such as the Greet,

Other water courses are known as adopted water courses which are the responsibility of the Trent Internal Drainage Board (IDB) who maintain and clean them on a regular basis,

But a lot of dykes and ditches are the responsibility of riparian owners (private landowners) such as farmers landowners and a lot of private houses that back onto water courses.

I know Lesley is doing a lot of work with the land registry to try and have a list of individual house owners who are responsible for keeping their part of the Potwell dyke clear.

This is something that needs to be done county wide so a registry of dykes and ditches can be made as they are a very important part of our drainage system but have been neglected or even filled in over the years, but now the climate is changing into what seems to be like a more wetter time it is important that this infrastructure is brought back into working order.

NCC is responsible for most of the roadside gullies and drains which do need a lot of maintenance and clearing out and the recent weather has proven this, I am pushing for more resources to be put into the drainage team so more work can be done as again a lot of gullies etc have been neglected or damaged.

I believe Jackie reported that Southwell did not get any internal flooding after the last flood incident, but I believe a lot of work by the flood wardens and local residents helped prevent that,

The Halam Rd Super gullies again worked well but I believe one got blocked so again highlights the need for maintenance on Southwell's flood defences.

I have had a few grumbles about the disruption that the fibre cable being laid in the town is causing, but hopefully when completed it will greatly improve the Wi-Fi and broadband available to the residents in Southwell, but we must make sure that the company doing the work reinstates the pavements back to a high standard.

I am total in favour of the chairman's idea about the future of the courthouse and the leisure centre which I believe you are discussing tonight, but sounds a very sensible way forward and worth considering.

Lyn has contacted me regarding parking at the market of store holders I am looking into this

We have a highway's meeting at the beginning of Feb to discuss the Saturday closure of Kings St and other issues.

Still asking about the 20 mph King St Queen St

The lights in the Saracens car park should soon be put in place they needed to be rewired which has now been done.

I am waiting for an update on the Harvey's Field flood scheme.

District Cllrs Karen Roberts and Peter Harris Report for January 2024

Full Council Dec 12

The Community Plan 2023 - 2027 was agreed the Full Council. There are 8 key objectives from the Council following the Residents' Surveys and other engagement that Keith, Karen and I have had with residents in conversations and at our regular monthly Surgery on the Southwell Market Square on the first Saturday of every month. There will be some Key Performance Indicators on these objectives and these will be monitored by us at regular intervals; one new significant objective is to 'reduce the impact of climate change' with 15 key points to achieve this. The full Plan is available from us, in the Library or on the N&SDC's website.

One major concern is the increase of the Internal Drainage Board's levy, paid in the main by the District Council with contributions from land owners. The levy is increasing by nearly 25% next year to over £950k. This will have an impact on all our council tax bills.

The Amended Development Plan was agreed. There have been some amendments, but the deletion of a gypsy and traveller site in Winthorpe due to noise from the A1 which was unacceptable was agreed. The number of places required by the Government [a much higher number than other Districts] will still be acceptable so no new sites are being sought,

Cabinet

Before Christmas, the Cabinet repeated its undertaking to make every effort to phase the works to keep the Leisure Centre operational, including providing a long term solution to the leaking swimming pool. However, N&SDC and Active for Today has now stated that the Leisure Centre, especially the wet side, may have to close for a significant period of time in order for the works to be carried out safely, effectively and efficiently. There is a proposal to allocate significant capital funding for the Leisure Centre and this will be considered next month. We are pressing for clarity with regard to potential plans as there are a number of options possible - all of which need to involve the Town Council in the process. The Leisure Centre and the land on which much of it is situated is owned by the Leisure Centre Trust. Town Council appoints three Trustees to the Trust, and at present the District appoints six. The Centre was leased on a fully repairing lease to the District, who have required Active for Today to run it on their behalf. A budget of £740,000 from the Capital Programme, to carry out the fire safety and general repairs to the dry side facility, was identified and the works that were identified to the dry and wet side facilities at the Leisure Centre reported in November - is progressing. The Learner Pool remained open.

As pointed out last month the Community Grant Scheme opened for applications with a maximum grant of £20k to allow for larger, transformational projects and applications closed on 22 December 2023

Emergency Response

The Council's staff have been extremely busy supporting flooded communities across the District - mainly but not exclusively in the Trent valley. There were issues in Southwell that will be covered elsewhere in the meeting but the effect on the District's resources has been significant, estimated to be in the order of £200,000. Funding for this response is being investigated. The Council is also looking at working with Districts and Counties upstream to reduce the peak flows of water - and investigating flood mitigation measures in the District.

January 2024

Clerk and projects report

Since the last full council meeting we have had the following events:

Remembrance: Super turn out from the Town and uniformed organisations. Positive feed back from Uniformed groups and members of public.

Late Night shopping/Christmas Market: Hugely successful event with positive feedback. Wash up meeting with NSDC to address the Shop Southwell Group issues.

Lantern walk: Unfortunately cancelled very last minute due to high winds. NY have a 36MPH limit on wind speed before they have a blanket closure of property.

General Maintenance

The new skate park is well under way and progress report will be sent out this week following a meeting on site on Friday 120124.

Flooding was the main concern for the town on the return after the Christmas Break and we have been involved in all areas from handing out aqua sacks to the community and neighbouring villages, setting up the "hub", liaising with wardens and taking calls from members of public, the ground staff have also been heavily involved in flood prevention, identifying risk and the clean-up.

The first phase of Beryls meadow work will start in the next few weeks

Preserva have completed their damp report but following the TE meeting we are asking for a breakdown of works to be costed and scheduled over several years to mitigate disruption to the staff and to manage costs.

Stakeholder Meetings

The budget working group has set the budget to agree this evening.

Councillors and the Deputy Clerk met with John Robinson NSDC CE following the recent floods and communications will be forwarded from the projects communications department.

We are committed to continuing the relationship with the minster school and we are now on our 4th term of pupils who come with staff on a Monday afternoon. We also have a separate small group of young people who are volunteering for us as part of their DofE, join us on Mondays 15.30 -16.30. They rejoined us on Monday 15 Jan to set the plan for the year ahead.

Work Completed

Potwell Dyke Cleared of fallen trees – on going.

Squires pond play area has been cleaned after the flood and re-opened – twice.

Courthouse boiler serviced.

Groundstaff continuing the survey of all the estate trees working alongside the tree management policy.

Internal auditor has satisfactorily completed his audit.

Pruning and tidying post floods continues

Market Christmas tree removed.

Ash tree Spinney work to be finalised and completed 07/02/23.

Emergency bridge installed between Harvey's Field and Minster Field

Christmas Yarn Bomb

WMRG bridge cleared of debris.

1 x emergency tree works.

Jobs To Do

Xmas trees to be removed by Contractor wk/c 15 Jan
Beryls meadow – clear thistles and nettles, crown lift trees
The Rotating Cup in Squires remains closed awaiting parts.
Norwood Garden play equipment to be repainted.
Riverside Nature reserve status to be started.
Following the TE Abi will investigate quotes for the painting of the rear of the OCH and replacement sills.
All Trees to be mapped and tagged – ongoing.
Pruning of apple trees commenced
Burgage tidy up complete and includes installation of hedgehog box.
The TIC noticeboard to be renovated.
Revisit bench audit
Clean market covers
Vandalism bin fire, antisocial behaviour in Church St Toilets, break in of market shed and blower stolen.
Several reports to MY Notts app re lights out, potholes and sink holes reported.
Clerk and Deputy Clerk had meetings with Brian Rawlinson re potential cost saving and options for car parks.
Courthouse Window repaired.
Cellar flooded and pumped out.
Website updated with previous minutes.

Events

TOB – TBA
D Day celebrations 6th June – Council to decide STC involvement
Community Garden Party 09/06/24
Remembrance 10/11/24
Christmas Market 28/11/24
Lantern walk -TBA
Southwell Community Walk – TBA
Skate Park Launch – TBA

Prepared L Wright & A Brackenbury

[illegible]

								26,750	17,948	20,335
108	CAR PARKS									
1802	CIVIL ENFORCEMENT OFFICER									
1803	TRIBUNAL REPRESENTATION					1820	TICKET MACHINE SALES CH ST	19000	17,069	21336
1804	METRIC MACHINE MAINTENANCE	2,250	1,236	1,648		1821	TICKET MACHINE SALES KG ST	3500	3,093	3866
1805	CCTV SLA	5,796	299	299	Under review @NSDC	1855	CHURCH STREET PERMITS	400	-	300
1807	REPAIRS AND MAINTENANCE	250	- 43	- 57		1823	KING STREET PERMITS	2300	705	705
1809	ELECTRICITY	600	1,294	2,000	Query	1824	BRAMLEY STREET SALES	2500	2,355	2944
1810	RATES	8,733	7,335	7,335		1825	BRAMLEY STREET PERMITS			
1811	SEWAGE AND WATER CHARGES	3,000	1,667	2,223						
1812	COST OF TICKETS	500	1,047	1,396	No advertiser					
1814	Collection charges	1,325	3,996	5,328	Credit received £250 month from April 24					
	INSPIRE PAYMENT	-		900						
	TOTAL CAR PARKS	22,454	16,831	20,171						
								27,700	23,222	29,151
109	THE OLD COURTHOUSE									
1901	RATES	10,859	7,944	7,944						
1902	GAS, ELECTRICITY & REFUSE	9,000	3,329	11,097	22/23 costs taken out	1977	ROOM HIRE	2000	703	878.75
1903	WATER									
		2,000	4,121	5,495	Previous incorrect reading	1978	RENT FROM POLICE	1800	1,800	1800
1904	STATUTORY INSPECTIONS	1,750	1,002	1,750		1979	COURTHOUSE CHAMBERS	12000	6,000	12000
1905	MAINTENANCE	3,000	2,020	2,693		1980	GARAGE			
1906	CLEANING	2,000	1,564	2,085						
1907	PUBLIC WORKS LOAN BOARD	9,162	5,066	9,162	Last payment Feb 25					
1908	SUNDRY OFFICE COSTS	800	746	995						
	TOTAL COURTHOUSE	38,571	25,792	41,221						
								15,800	8,503	14,679
110	TOURISM & COMMICATIONS									
2001	TIC RENT	1,000	-	1,000						
2002	COMMUNICATIONS	5,000	4,365	6,715		2021	EVENT GRANT AID	500	2,000	2000
2003	OFFICE COSTS					2022	EVENT INCOME	1500	190	190
2004	CIVIC CHAMPIONS					2023	THEATRE INCOME	0		
2005	VOLUNTEER EXPENSES			30						
2006	PROMOTIONS & ADVERTISING									
2007	TOWN EVENTS	1,900	2,077	3,462						
2009	TOURISM SAT COVER									
	TOTAL TOURISM & COMMS	7,900	6,442	11,207						
								2,000	2,190	2,190
111	LAND									
	TOTAL LAND									
	TOTAL EXPENDITURE	346,784	256,144	359,126			Total Income	350,649	324,063	351,072

GENERAL RESERVES									RESTRICTED RESERVES				
OTHER SERVICES				DEVOLVED SERVICES					£106	£106	£106	TOTALS	
Emergency Reserve	COMMITTED RESERVES							Infrastructure (CIL) Reserves	Devolution Dudley Day Reserve	Devolution Adams Row Reserve	Devolution Humberstone Rd Reserve	Total Reserves	
	Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns) £106	Toilets Reserve	Car Park Reserves		£106	£106			
310	313	312/334	314	332	321/322	333	316	311	330	331	329		
£ 21,497.00	£ 6,000.56	£ 27,226.14	£ 120,052.68	£ 12,644.98	£ 17,097.07	£ 3,700.00	£ 1,572.56	£ 130,714.43	£ 4,500.00	£ 756.00	£ 24,049.00	£ 369,810.42	
	-£ 15,000.00							£ 15,000.00					
								-£ 9,000.00					
								-£ 2,317.20	-£ 1,158.00				
								-£ 48,700.81					
								-£ 2,800.00					
	£ 1,102.50			£ 1,102.50									
£ 21,497.00	£ 6,000.56	£ 13,328.64	£ 120,052.68	£ 12,644.98	£ 17,097.07	£ 3,700.00	£ 2,675.06	£ 82,896.42	£ 4,500.00	£ 756.00	£ 22,891.00	£ 308,039.41	
				-£ 906.05								-£ 906.05	
								£ -				£ -	
								-£ 14,172.50				-£ 14,172.50	
								-£ 1,100.00				-£ 1,100.00	
								-£ 5,000.00				-£ 5,000.00	
									-£ 2,316.00			-£ 2,316.00	
								-£ 3,685.00				-£ 3,685.00	
								-£ 5,860.00				-£ 5,860.00	
								£ -				£ -	
								-£ 29,817.50	£ -	£ -	-£ 2,316.00	-£ 33,039.55	
£ 21,497.00	£ 6,000.56	£ 13,328.64	£ 120,052.68	£ 12,644.98	£ 16,191.02	£ 3,700.00	£ 2,675.06	£ 53,078.92	£ 4,500.00	£ 756.00	£ 20,575.00	£ 274,999.86	

EXPENDITURE	A	B	Projected	Projected
	23/24 Budget	23/24 Actual	Out Turn	%
Admin	£ 15,125	£ 11,630	£ 13,477	89%
Staff	£ 205,000	£ 154,536	£ 206,048	101%
Town Centre	£ 14,437	£ 6,988	£ 14,230	99%
Parks	£ 24,503	£ 17,609	£ 27,702	113%
Toilets	£ 10,875	£ 10,464	£ 17,861	164%
Markets	£ 7,919	£ 5,852	£ 7,209	91%
Car Parks	£ 22,454	£ 16,831	£ 20,171	90%
Courthouse	£ 38,571	£ 25,792	£ 41,221	107%
Tourism & Comms	£ 7,900	£ 6,442	£ 11,207	142%
Land	£ -	£ -	£ -	
TOTALS	£ 346,784	£ 256,144	£ 359,126	104%

INCOME	A	B	Projected	Projected
	23/24 Budget	23/24 Actual	Out Turn	%
Precept & Interest	£ 264,374	£ 268,742	£ 271,334	103%
Staff	£ -	£ -	£ -	
Town Centre	£ 5,450	£ 3,458	£ 5,008	92%
Parks	£ 8,575	£ -	£ 8,375	98%
Toilets	£ -	£ -	£ -	
Markets	£ 26,750	£ 17,948	£ 20,335	76%
Car Parks	£ 27,700	£ 23,222	£ 29,151	105%
Courthouse	£ 15,800	£ 8,503	£ 14,679	93%
Tourism & Comms	£ 2,000	£ 2,190	£ 2,190	110%
Land	£ -	£ -	£ -	
TOTALS	£ 350,649	£ 324,063	£ 351,072	100%

Projected Income 23/24	£ 351,072
Projected Expenditure 23/24	£ 359,126
Projected Excess Income Expenditure	-£ 8,054

CASH POSITION BEFORE ANY PAYMENTS ARE MADE					£	
CCLA Deposit Account					£ 305,000.00	
NatWest Current Account					£ 37,279.28	
Natwest Direct Saver					£ 21,757.69	
Natwest Car Park Account					£ 24,913.00	
Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total	
	SALARIES				£	11,905.89
	HMRC				£	2,847.92
	PENSION				£	3,477.70
4040	SCREW FIX	Disc cutters	-23.32	-4.66		-27.98
4041	BRANDON HIRE STATION	Panel Clamp	0.72	0		0.72
4042	UNICOM	mobiles broadband etc	203	40.74		244.44
4043	NBB RECYCLED	Memorial Bench Re becky Leach	480	0		480.00
4044	SSE	UMS King St Car Park	13.26	2.65		15.91
4045	SSE	Feeder Pillar ADJ Dry Cleaners	36.99	1.85		38.84
4046	SSE	Car Park Nottingham Road	21.9	1.1		23.00
4047	SSE	Old Courthouse	13.26	2.65		15.91
4048	ASHWELL	Service big Bertha	95	19		114.00
4049	SECURITY PLUS	Collections November	17.05	3.42		20.47
4050	PIERREPONT SETTLE	Christmas Tree	95	19		114.00
4051	T M CLEANING	Office Cleaning	117	0		117.00
4052	CAPITA	Transaction Charges	14.22	0		14.22
4053	BE FUELS	November fuel	87.02	17.4		104.42
4054	NCC SUPPLIES	Loo rolls hand towels	41.16	8.23		49.39
4055	AV SQUIRES PLANT CO	Skate park tarmac removal	2,800.00	560		3,360.00
		Skate park tarmac removal				
		Skate park tarmac removal				
4056	STEVE COOK ELECTRIC	Church St Toilet Light	75	15		90.00
4057	AGROVISTA	Grass Tuft Markers	45.01	9		54.01
4058	JOKER	Walkabout Elves	340	68		408.00
4059	SSE	OCH Burgage	535.8	107.16		642.96
4060	WATERPLUS	OCH	203.65	0		203.65
4061	WATERPLUS	Recreation Ground	152.11	0		152.11
4062	WATERPLUS	church St	175.89	0		175.89
4063	WATERPLUS	77-85 King ST	108.92	0		108.92
4064	WATERPLUS	och	17.22	0		17.22
4065	LESLEY WRIGHT	saw Blades etrc	202.04	40.42		242.46
4066	Waterplus	Burgage	16	0		£16.00
4067	NSDC	Playground Inspection	285	57	£	342.00
4068	LUCYS CLEANING	Church St Toilets	744	-	£	744.00

[illegible]

S137 Grant FUNDING

APPLICATION FOR GRANT AID

Section 1 About your organisation

Name of Organisation	MHA Communities East Nottinghamshire
Location	Southwell
Purpose of Organisation	Supporting older people in our community to remain independent, connected to their community and provide services to reduce social isolation & loneliness
Total Number of Members	160
% of Members in the Town	89%
Age Profile of Organisation	60 plus
Contact Name	Hannah Day
Contact Address	Unit 10, Southwell Business Centre, Crew Lane, Southwell NG250TX
Telephone Number	01636 816565
Email Address	Hannah.day@mha.org.uk

Section 2 About the Grant Aid

Amount of Grant Applied for	£1,000
What will the Grant be used for	To provide a hot meal, seated exercise session, warm space & companionship for older people in our community once a week
How will the grant aid benefit the residents living in Southwell?	During this cost of living crisis we are offering a subsidised hot meal in a warm space for older members of our community. We provide transport for those that are unable to access facilities without it as well as offering a seated exercise class aimed at supporting the older residents of Southwell to remain active. This social interaction also benefits residence and reduces social isolation and loneliness amongst the older population in the town.
Give details of funds your organisation has raised in recent years	Our charity have a yearly business and fundraising plan set out to raise the funds we need to continue operation.

Please send with your application a copy of your last accounts and any other supportive documents you wish to include to:- The Clerk, Southwell Town Council, The Old Courthouse, Burgage, Southwell, NG25 0EP.
Tel 01636 816103 email admin@southwell-tc.gov.uk

	<p>Over recent years we have put on fundraisng events including Dolly Parton tribute night at the Minister School took part in all the burgage fundays as in most recent year the community garden party, raffles and sponsored fundraising such as walks and cycle rides. We also continue to apply for support from local organsiations such as Southwell Lions & Rotary aswell as to natrional funders for support. However in recent years funding has dropped and we have seen a decrease.</p>
<p>What other organisations have you applied to in respect of this request and what was the outcome?</p>	<p>Notts CC – application submitted, waiting on the result Newark and Sherwood – Application submitted, waiting on the result Jesse Spencer (Grant) recieved £500 Donation received from Thurgaton Coffee Morning £40 In partnership with Newakr ASDA and Southwell COOP to hopefully recieve donations (food and drink donations)</p>

East Nottinghamshire Communities Newsletter



Winter 2023

- Upcoming Dates
- Social Outings and Events
- Health Information
 - Puzzle Page
 - Recipe Page
- Volunteer Page
- Signposting Corner

**Happy Christmas to All !
We wish you
Health & Happiness
going into the New Year.**

WELCOME

eastnottinghamshire@mha.org.uk

01636 816565

We will continue to send you the MHA Communities newsletters, ensuring that you are always kept up-to-date with what's happening in the scheme. Should you decide that you would no longer like to receive this newsletter, you can unsubscribe at any time. To do this just write to us, call or email via the contact details at the end of the newsletter. For further information on how we keep your data secure, please contact us for a copy of our Privacy Notice.

Panto Time

8 tickets left



Friday 8th December 2023

Show Start Time: 6pm

Newark Palace Theatre

Tickets include transport & ice cream

£28 per person



We have our own panto star here at the Scheme.
On the left please put your hands together for Mr Arnie Reay, photographed in 1989 during his performance in Annie at Bonington Theatre. I think you all agree he looks the part. If anyone else has any photos they would like to share in our next newsletter please get in touch. Maybe you've been on the stage yourself, played in a band, took part in a sporting event....
Whatever it is, we would love to see it.



MHA throughout Winter



As we head into the colder months please can we remind Members & Volunteers to not attend any MHA activities & outings if you are feeling under the weather. Let's all work together to keep each other safe this winter.



Cancellation of services

As many of you are aware we are a small staff team here at East Notts. During our roles we come into contact with vulnerable adults, therefore in some cases due to staff sickness we may have to cancel activities at short notice, this is for the safety of members and other people attending. Although this is not something we like to do, at times it is unavoidable.

We appreciate your understanding.
Thank you.





Southwell Area Diary Dates

NOVEMBER 2023	Time	Details
Wed - 1st Nov	4 – 5.30 pm	Seated Sports incl. refreshments Southwell Leisure Centre
Thurs - 2nd Nov	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Kings Court Community Room
Tues - 7th Nov	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Wed - 8th Nov	12 noon - 1.30 pm	Pub
Tues - 14th Nov	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Wed—15th Nov	1 pm — 2.30pm	Seated Sports incl. refreshments Southwell Leisure Centre
Thurs - 16th Nov	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Kings Court Community Room
Tues—21st Nov	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Tues—28th Nov	11 am - 1pm	Love to Move and Light Lunch King's Court Community Room

DECEMBER 2023	Time	Details
Tues - 5th Dec	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Wed - 6th Dec	12 noon - 1.30 pm	Xmas Trip Southwell OXTON
Thurs - 7th Dec	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Kings Court Community Room
Fri—8th Dec	6 - 8.30 pm	Panto - Newark Palace Theatre
Tues—12th Dec	11 am - 1pm	Love to Move and Light Lunch King's Court Community Room
Wed - 13th Dec	1 - 2.30 pm	Seated Sports incl. refreshments Southwell Leisure Centre
Tues - 19th Dec	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Thurs—21 Dec	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Kings Court Community Room



2024 Southwell Area Diary Dates

ALL SESSIONS RESUME FROM TUESDAY 9TH JANUARY 2023

We will be in the office from Tuesday 2nd January if you would like to confirm your place on any activities.

JANUARY 2024	Time	Details
Tues - 9th Jan	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Wed - 10th Jan	12 - 1.30 pm	New Year Outing - TBC
Tues - 16th Jan	11 am - 1pm	Love to Move and Light Lunch King's Court Community Room
Wed - 17th Jan	1 - 2.30 pm	Seated Sports incl. refreshments Southwell Leisure Centre
Thurs - 18th Jan	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Kings Court Community Room
Tues—23rd Jan	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Tues - 31st Jan	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
FEBRUARY 2024	Time	Details
Thurs - 1st Feb	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Kings Court Community Room
Tues - 6th Feb	11 am - 1pm	Love to Move and Light Lunch King's Court Community Room
Wed - 7th Feb	1 - 2.30 pm	Seated Sports incl. refreshments Southwell Leisure Centre
Tues - 13th Feb	11 am - 1pm	Love to Move and Light Lunch King's Court Community Room
Wed - 14th Feb	12 - 1.45 pm	Pub Outing - TBC
Thurs - 15th Feb	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Kings Court Community Room
Tues - 20th Feb	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room
Wed - 21st Feb	1 - 2.30 pm	Seated Sports incl. refreshments Southwell Leisure Centre
Tues - 27th Feb	11 am - 1 pm	Love to Move and Light Lunch King's Court Community Room



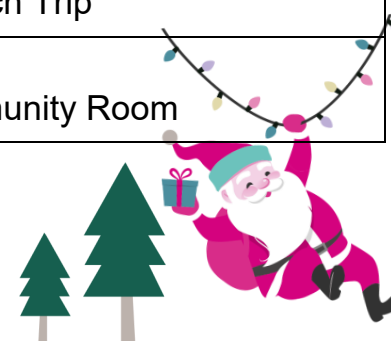


NEWARK Area Diary Dates

NOVEMBER 2023	Time	Details
Thurs - 2nd Nov	10.30 - 12. noon	Coffee Morning with a Game of Boccia Howes Court Community Room
Tues - 7th Nov	12 noon - 1.30 pm	Meet and Eat Lunch - various local groups YMCA—Newark
Thurs - 9th Nov	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Howes Court Community Room
Thurs - 16th Nov	10.30 - 12. noon	Coffee Morning Howes Court Community Room
Wed - 22nd Nov	12 noon –1.30pm	Pub
Thurs - 23rd Nov	10.30 - 12. noon	Coffee Morning Howes Court Community Room
Thurs - 30th Nov	10.30 - 12. noon	Coffee Morning Howes Court Community Room



DECEMBER 2023	Time	Details
Tues - 5th Dec	12 noon—1.30pm	Meet and Eat Lunch - various local groups YMCA—Newark
Thurs—7th Dec	10.30 - 12 noon	Coffee Morning Howes Court Community Room
Fri - 8th Dec	6 - 8.30 pm	PANTO— Newark Palace Theatre
Wed - 13th Dec	1 - 4 pm	Age Concern Christmas Special RAFA Club
Thurs 14th Sept	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Howes Court Community Room
Thurs - 14th Dec	10.30 - 12.30pm noon	Coffee Morning followed by Fish & Chips Howes Court Community Room
Tues - 19th Dec	10.30 - 12 noon 12.30 - 2.30 pm	Christmas Boat Trip Christmas Pub Lunch Trip
Thurs - 21st Dec	10.30 - 12 noon	Coffee Morning Howes Court Community Room



2024 NEWARK Area Diary Dates

ALL SESSIONS RESUME FROM TUESDAY 9TH JANUARY 2023

We will be in the office from Tuesday 2nd January if you would like to confirm your place on any activities.

JANUARY 2024	Time	Details
Thurs 11th Jan	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Howes Court Community Room
Thurs - 18th Jan	10.30 - 12. noon	Coffee Morning Howes Court Community Room
Wed - 24th Jan	12 - 1.30 pm	New Year Outing - TBC
Thurs - 25th Jan	10.30 - 12. noon	Coffee Morning Howes Court Community Room

FEBRUARY 2024	Time	Details
Thurs - 1st Feb	10.30 - 12 noon	Coffee Morning Howes Court Community Room
Tues - 6th Feb	12 - 1.30 pm	YMCA Lunch
Thurs - 8th Feb	10.30 - 12.30 pm	Coffee Morning followed by Fish & Chips Howes Court Community Room
Thurs - 15th Feb	10.30 - 12. noon	Coffee Morning Howes Court Community Room
Thurs - 22nd Feb	10.30 - 12. noon	Coffee Morning Howes Court Community Room
Wed - 28th Feb	12 - 1.30 pm	Pub Outing Newark - TBC
Thurs - 29th Feb	10.30 - 12 noon	Coffee Morning Howes Court Community Room

All members are welcome to attend any activities and outings - depending on transportation needs and capacity priority may be given to residents living in the specific Southwell or Newark areas.



Our Event Prices

EVENT	Price	Notes
TRANSPORT	£5 Southwell return £6 Newark return	Transport is usually door to door from home. (In rare cases an additional charge may apply for collection outside of usual designated areas or for certain specialist transport. this is rare and we would explore all options with members in advance.)
Coffee Mornings	£3.85	Includes unlimited hot drinks, as well as sweet treats and the activity.
Fish and Chip Club	£2.50—£8.50	Price varies dependent on order and venue. For a portion of Fish, Chips and sauce the minimum price is £4.30 Southwell / £4.80 Newark.
Love to Move Chair Based Exercise	£5.50	For 1 hour session with a fully trained and licenced Love to Move Instructor.
Light Lunch following Love to Move	£3.00	Everyone is welcome to join us just for lunch. Includes Soup, pudding, hot drink.
Pub Lunches / Out-ings / Boat Trips	Variable + £2.50 admin contribution	All outings must be booked in advance. Menu choices where applicable are pre-ordered, prices vary dependent on the venue. Admin Contributions are payable for every outing coordinated or organised by us. Transport is charged in addition to this only where applicable.
Seated Sports - Boccia, Kurling	£6	Includes 2 x 40 minute games, comfort break with hot drinks and biscuits.

We understand that the cost of living is impacting some more than others and as a not for profit scheme, we try to keep our prices low, often subsidising transport and activities through donations, fundraising events, legacies left in Wills or from funeral donations. If you are struggling financially but would like to attend activities please get in touch with us to discuss options.

We also accept regular monthly donations from members, family or the general public paid via Direct Debit or Standing Order directly to our individual Scheme. Please get in touch for more details if you would like to contribute.

Volunteers

Over the last year our volunteers have supported over 30 hours of social contact each week. This is through coffee mornings, outings, Love 2 Move sessions, light lunches, boat trips and befriending. Just a huge thank you—you are stars!

Please let us know if you need a new volunteer name badge, also if your badge has the old logo or is looking a bit tired and we can order you a new one. Thank you.

Please note we have taken the decision that from the New Year we will no longer be sending birthday cards to our volunteers. Due to GDPR/ equality policies we are unable to retain date of birth details for new volunteers. Thank you for your understanding.

Merry Christmas to all of our wonderful volunteers. As we head into the festive period we wish you all health and happiness. Thank you for your continued support.



Please remember to pop your expense mileage forms in. If you don't have one please just ask.

If you don't wish to claim expenses did you know you can still pop them in and donate the amount back to the scheme as a donation. By putting in expenses we are able to give an accurate representation to funders as to how much it is costing to run our activities. Thank you for any kind donations this last year, it really makes a difference.



In the New Year we will be focusing on updating our volunteer training. We hope you can join us throughout the year at get togethers that will include any training needs. If there is anything you feel you would like to see delivered or feel is needed please let us know, this feedback will help us shape our offerings. Thank you

MHA Wilderness Sunflower Competition

During the summer MHA held a sunflower Competition, our very own Derek Holtom entered his magnificent sunflower, and despite not having the winning flower, he is definitely a winner in our eyes. Thank you to all who took part - a few members in Newark were close contenders, with Elizabeth's struggling to push its way through her ceiling!



Congratulations to the winning schemes listed below

Biggest sunflower face - Stacey Allen from Stones Place

Number of heads on one sunflower -

Ann McCullen & Wendy Wadey from Brockworth House

Sustainable sunflower craft project -

Anne Hemmings, Cedars Lodge



What's Cooking?

Shortbread

Ingredients

250g butter or alternative such as Stork

110g caster sugar

360g plain flour

Extra caster sugar for sprinkling

Quantity will depend on the size and shape of the chosen cutter. This would make 10 large shortbread hearts for instance.



Method

1. Beat the butter and sugar until smooth.
2. Mix in the flour to form a smooth pastry.
3. Roll dough to the depth of the chosen cutter.
4. Place the cut out shapes onto greaseproof paper on a baking tray.
5. Sprinkle with a little extra caster sugar.
6. Cook on 175°C for 15 mins then check and turn trays etc.
7. Continue to cook until nicely coloured.
8. Allow to cool for a few minutes before placing on a wire rack to cool fully.
9. Why not add a drizzle a mix of icing sugar and water or melted chocolate.



Enjoy your shortbread
with a hot cuppa



MHA Christmas Cards

Help spread some Christmas cheer this festive season and support your local MHA service whilst doing so. Explore our wonderful selection of greeting cards, lovingly designed by our residents, members, colleagues and volunteers. There are eight striking designs to choose from, some traditional, some more modern so there should be something for everyone. You will also be able to choose which one of our MHA care homes, MHA communities or MHA retirement living schemes will benefit too. All income raised from Christmas cards will be directly supporting the services you've chosen.

For more information go to:

<https://donate.mha.org.uk/christmas/>





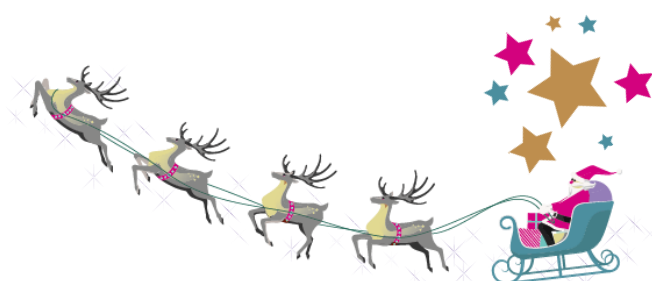
Fundraising

RAFFLE DONATIONS WELCOME

Included within our coffee morning price is entry into our raffle drawn on the day at the end of the session. Each week there are 5 winners, the raffle is a lot of fun and puts smiles on faces each week.

We have been purchasing small gifts, staples such as soups, sweets, chocolate treats, tissues, kitchen essentials, toiletries etc as prizes.

As a charity we greatly welcome donations towards these raffles—please contact the office on 01636 816565 to arrange drop off or collection. Thank you.



Brain Teaser

Can you answer the winter themed questions?

Find out if you were correct on the inside back cover

1. Which hot beverage is commonly enjoyed during the winter, often garnished with cinnamon and nutmeg?
2. What is the term for frozen liquid that falls from the sky?
3. What holiday is celebrated on 25 December?
4. Which sport involves sliding down a snowy hill on a sled?
5. When animals sleep during the winter, what is it called?
6. Which animal is known for its white fur and is well adapted to cold climates?
7. What is the traditional winter sport of Canada?
8. Who wrote the play "A Winter's Tale"?
9. How many sides do snowflakes have?
10. What type of tree is commonly used as a symbol of the winter holiday season?

Signposting

We are always happy to sign post members to local businesses, organisations and events which have been recommended by others...

We would love to hear of your recommendations too ..



Do you feel you need support to stay independent?

Connect is a short-term service with a focus on helping people find solutions to enable them to remain safe and well at home. We offer information, advice, signposting, and practical support around:

- Physical and mental health
- Care needs
- Bereavement
- Housing
- Finances
- Social interaction
- Engagement with community

This service is FREE and is delivered in person via home visits or telephone by trained support workers.

To access this service or for more information, please contact:

t 01623 488217

e connect@ageuknotts.org.uk

www.ageuknotts.org.uk



Age UK Nottingham & Nottinghamshire is a registered charity (registered charity number 1067881) and a company limited by guarantee registered in England and Wales (registered company number 3455485). Correspondence address: The Lifestyle Centre, 16 - 18 Bridgeway Centre, Nottingham NG2 2JD. V1. Oct 23.

ASDA

From 1st November until the end of February, Asda are offering people aged 60 and over the chance to **enjoy soup, a roll and unlimited tea and coffees for just £1** in any of Asda's 205 cafes.



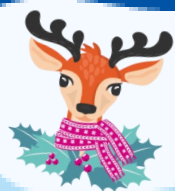
Damian at Castle Taxis has been providing transport for us for over a year now and is used by many members in Southwell and Newark.

TEL: 07495 333302



Bill and Hillary King

Husband and Wife musical performers who have been entertaining us at our Coffee Mornings, on and off for many years. This year they created the atmosphere for one of our member's 90th Birthday Celebrations—for singing with a keyboard accompaniment at your event call 07977 060591.



Protecting against the flu

The flu vaccination is FREE for a range of people including:

- People with a long term condition such as kidney or heart disease, asthma or diabetes
- Pregnant women
- People aged over 65
- Carers

You can also get the flu jab if you **don't** fall into these groups. Simply speak to your local pharmacist.

Don't put it off. Protect yourself, protect your family and protect those you care for. Speak to your GP or your local pharmacist now!

For more information contact:
publichealthslough@slough.gov.uk

Myth busting:
You **can't** catch the flu from the vaccination.

Myth busting:
You might not mind getting the flu. But what about your family, friends, elderly relatives?

Myth busting:
The flu is not simply a bad cold. It can lead to hospital admission and a spike in winter deaths.

**STAYWELL
THISWINTER**

nhs.uk/staywell



Cheril Sowell, Nurse



PICTURE PAGES

PLEASE TAKE A LOOK AT PICTURES FROM AROUND THE SCHEME OVER THE LAST FEW MONTHS AND SOME OF OUR FAVOURITES FROM THE LAST YEAR!





**WE ARE CREATING A COMMUNITY WE ALL WISH TO GROW OLDER IN
WE COULDN'T DO IT WITHOUT YOU !**

A HUGE THANK YOU TO EVERYONE WHO HAS HELPED

Here are just a few ...

Funders and Donations, we thank you for supporting our charity.

British Gymnastics Foundation

Southwell Town Council

Newark & Sherwood District Council community lottery

Nottinghamshire County Council

Local Trusts and Charities

Southwell District Lions

Southwell Rotary Club

Rainbows Parkinson Group, Southwell

Gadsbys Bakery

Center Parcs

And all who have kindly remembered us during funeral services and in their wills

Helping us to Create Amazing Memories

Angells Fisheries Newark and Southwell Fish & Chip Shop

Oxton Ye Olde Bridge Inn

The Newark Crusader

Hearty Goodfellow, Southwell

Maxeys Farm Shop & Cafe

Tim and Coxmoore House, Kirkby-In-Ashfield

YMCA Newark – Café

The Full Moon at Morton

The Rafa Club Newark

Roman Way, Newark

Newark Palace Theatre

Patchings Art Centre, Calverton

Southwell Leisure Centre

Bill & Hillary King

Farndon Ferry

Spreading the Word

Independence Workers,

Neighbourhood Co-ordinators, NSDC

Social Prescribing North Nottinghamshire,

**There are many people who also like to remain anonymous, we thank you for your
continued support.**



Brain Teaser

Questions / Answers



1. Which hot beverage is commonly enjoyed during the winter, often garnished with cinnamon and nutmeg?

Answer: Hot Chocolate

2. What is the term for frozen liquid that falls from the sky?

Answer: Snow



3. What holiday is celebrated on 25 December?

Answer: Christmas

4. Which sport involves sliding down a snowy hill on a sled?

Answer: Sledding

5. When animals sleep during the winter, what is it called?

Answer: Hibernation

6. Which animal is known for its white fur and is well adapted to cold climates?

Answer: Polar bear

7. What is the traditional winter sport of Canada?

Answer: Ice Hockey



8. Who wrote the play "A Winter's Tale"?

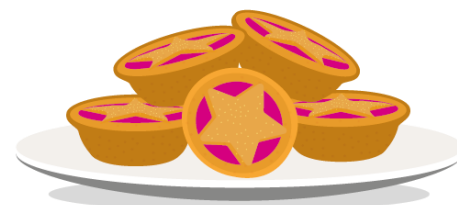
Answer: William Shakespear

9. How many sides do snowflakes have?

Answer: Six

10. What type of tree is commonly used as a symbol of the winter season?

Answer: Evergreen tree



Meet the team



Hannah Day
Manager



Louise Whitehead
Community
Coordinator



Michelle Spriddell
Community
Coordinator



Get in touch

If you have any feedback on this issue; suggestions or content for future editions, please get in touch with the team, we are always happy to hear from you. You can contact us on the details below:

Tel: 01636 816565

Email: eastnottinghamshire@mha.org.uk

Address: Unit 10 Southwell Business Centre, Crew Lane, Southwell, Notts NG25 0TX



If you are on social media, you can follow us at:



@MHACommEastNotts

Thank you for being part of our MHA

You can unsubscribe from this newsletter at any time. To do this just write to us, call or email via the contact details above. For further information on how we keep your data secure, please contact us for a copy of our Privacy Notice.

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In Loving Memory

We remember those we have sadly lost
over the last few months.

May you rest in peace
and forever remain in our hearts



Susan Mason
Joyce Roberts



Remembered with Love



Agenda item 149

SOUTHWELL TOWN COUNCIL MEETING

17 JANUARY 2024

2024/25 BUDGET AND PRECEPT REPORT AND RECOMMENDATION FROM THE BUDGET WORKING GROUP & GOVERNANCE & FINANCE COMMITTEE

The Group comprised of Members of the Governance & Finance Committee. It met 3 times, with all Members of the Council invited to attend. The recommendations are by majority with 1 abstain.

The recommendations were passed by the Governance & Finance Committee in December with the proviso that the budget figures and precept be carefully considered after the 31st December figures and the new tax base.

The Staff are thanked for their professional input to the process.

1. RECOMMENDED BUDGET STRATEGY

1.1 The intention, for the final year of this Council, is a responsible approach to budgeting.

1.2 Broadly, a balanced Income and Expenditure budget.

1.3 The prediction for the General reserve is to reduce to £13k, all excess from the 24/25 to be used to increase to the agreed minimum of 3months operating costs (Policy attached) . 3 months operating costs for 24/25 are £94.75k therefore further reserves will be required over the next years. Allocated reserves which can be used in an emergency in addition to General reserves are Maintenance reserves 312/334 OCH and Repairs, totalling £25973.62

1.4 Maintaining the commitment of £120,000 towards the flood alleviation reserves. (Note: the Council has the right to determine which elements of the schemes its contributions will be put to).

2. PROPOSALS

It is proposed that the Council.

2.1 Reduce free Car Parking to £1hr and standardised other charges to £1/per eg £3/3hrs up to 6 hrs

2.2 Introduce evening Car Parking in Church Streetcar Park at £2 from 18:00 to 23:59

2.3 Review and agree to fix Precept, to a maximum of 9.9% increase for 2024/2025 (Appendix 1)

Options for Precept after new tax Base of 3051.81

Options	% increase in Precept	Overall Precept (£)	Overall Budget (£)	Excess to Reserves (£)	Band D cost (£)
i	9.9	286321	418194	38369	93.82
ii	9.5	285283	417156	37332	93.48
iii	9.0	283971	415844	36030	93.05

2.4 Review and agree an overall budget based on percentage increase.

2.5 Agree a Reserves Projection for 2023/24 as attached Appendix 2.

2.6 To continue to allocate £5 per annum for Humberstone Reserve to Ground staff wages.

2.7 Issue a Budget inspired Newsletter in the March Bramley newspaper, to inform Residents of the Precept, Budget, and key contributing issues/influences. To be drafted by the Clerk, Chair and Vice Chair of Governance Finance and approved by Members the Communications Working Party for issue.

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Agenda Item 149 Supplementary information SP1

Extract from STC Reserves Policy

2.1 GENERAL UNCOMMITTED RESERVES

- a. These funds do not have any legal restrictions as to their use.
- b. The level of General Reserves is a matter of judgment set by the Council. However, advice on reserves from the Local Councils Association is that the amount held should, where possible, be a sum about 3-12 months expenditure costs.
- c. Building General Reserves will be through an allocation from the annual budget. With the addition to any amounts needed to replenish reserves that have been consumed in the previous year.
- d. The Council will maintain sufficient working balances to cover the key risks it faces, as expressed in its Risk Assessment, which is reviewed annually. The Council will maintain a minimum of 3 months running expenses in its General Reserve balance.
- e. If, in extreme circumstances, uncommitted General Reserves are exhausted due to major unforeseen spending pressures within a particular financial year, the Council should draw down from its Committed Reserves to provide short-term resources.
- f. The Council will keep a minimum balance, sufficient to pay three month's salaries to staff, in General Reserves at all times.

24/25 Budgeted Expenditure	£379,824
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3 months expenditure	£ 94,956
----------------------	----------

3 months salaries	£ 56,750
-------------------	----------

Reserves at 1 st April 2024 *	£68,036
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- Excluding CIL, S106/restricted, flood reserve and 23/04 deficit (£8,054),

Prepared by R Blaney

Agenda Item 149 – Supplementary Information 2

<u>YEAR</u> <u>RESERVES</u>	<u>TOTAL RESERVES</u>	CIL	FLOOD RESERVE	S106/RESTRICTED	<u>NET AVAILABLE</u>
1st April 2022	514,226	236744	120,000	36,256	121,226
1st April 2023	331,033	- 80,434	120,000	35,097	95,502
1st April 2024	233,739	9,502	120,000	28,147	76,090
Less 2023/24 excess expenditure over income					<u>8,054</u>
					68,036

Prepared by R Blaney

EXPENDITURE	C
	24/25 Budget
	(+4%)
Admin	£ 16,916
Staff	£ 227,000
Town Centre	£ 13,433
Parks	£ 23,272
Toilets	£ 12,472
Markets	£ 8,921
Car Parks	£ 29,131
Courthouse	£ 39,846
Tourism & Comms	£ 8,832
Land	£ -
TOTALS	£ 379,824

INCOME	C i	ii	iii
	24/25 Budget	24/25 Budget	24/25 Budget
	9.9% plus Car Park	9.5% plus Car Park	9.0% plus Car Park
Precept & Interest	£ 296,992	£ 295,954	£ 294,642
Staff	£ 5,000	£ 5,000	£ 5,000
Town Centre	£ 5,008	£ 5,008	£ 5,008
Parks	£ 8,375	£ 8,375	£ 8,375
Toilets	£ -	£ -	£ -
Markets	£ 19,180	£ 19,180	£ 19,180
Car Parks	£ 67,653	£ 67,653	£ 67,653
Courthouse	£ 14,598	£ 14,598	£ 14,598
Tourism & Comms	£ 1,388	£ 1,388	£ 1,388
Land	£ -	£ -	£ -
TOTALS	£ 418,194	£ 417,156	£ 415,844

Projected Income 24/25 £ 418,194

Projected Expenditure 24/25 £ 379,824

Projected Excess Income Exp £ 38,369

Projected Income 24/25 £ 417,156

Projected Expenditure 24/25 £ 379,824

Projected Excess Income Exp £ 37,332

Projected Income 24/25 £ 415,844

Projected Expenditure 24/25 £ 379,824

Projected Excess Income Exp £ 36,020

SOUTHWELL TOWN COUNCIL						
	EXPENDITURE	Budget 24/25			INCOME	Budget 24/25
Code		4%				9.90%
101	ADMINISTRATION				PRECEPT & INTEREST	93.82
1108	TRAINING	1363		Code		tb
1112	EMERGENCY HUB	0				3051.81
1121	TELEPHONE	1585		1176	PRECEPT	286321
1122	POSTAGE	0		1195	NSDC PAYMENT	
1123	STATIONERY	911		1196	INTEREST	10671
1124	SUBSCRIPTIONS	1944				
1125	INSURANCE	4332				
1135	CIVIC EVENTS					
1136	TRAVEL EXPENSES					
1141	COPIER HIRE & CHARGES	208				
1151	BANK CHARGES	549				
1156	PROFESSIONAL FEES	0				
1157	AUDIT FEES	2499				
1158	COMMITTEE SUPPORT/ELECTION	1500				
1161	I.T. SUPPORT	2026				
1162	COMMUNICATIONS	0				
1163	MARKETING	0				
1164	S137	0				
1165	COVID					
	TOTAL ADMINISTRATION	16,916				296,992
102	STAFF COSTS					
	TOTAL STAFF COSTS (includes +6% C Humberstone/Dudley £5k)	227000			Cil Humbertone	5000
103	TOWN CENTRE					
1338	SEATS	500		1383	BRIGHTENING TOWN INCOME	
1339	CHRISTMAS LIGHTS & TREES	1560		1384	FROM THE BURGAGE	1250
1344	CAR PARK RATES	0				
1345	POTWELL DYKE	0		1385	RECYCLING INCOME	2308
1348	BASKETS & PLANTERS	2703		1386	NOTICEBOARD INCOME	
1349	TOWN FORUM	0		1390	NEIGHBOURHOOD PLAN GRANT	
1372	CCTV	2017		1391	LENGTHSMAN SCHEME GRANT	1200
1373	DOG-BINS & LITTER PICKING/BINS	4576		1392	CAR PARK INCOME	250
1375	UTILITIES (PUBLIC AREAS)	2077		1394	CIL TRANSFER	
	TOTAL TOWN ENVIRONMENT	13,433				5,008
104	PARKS & OPEN SPACES					
1413	WORKSHOP RATES	1036				
1414	WORKSHOP UTILITIES	682		1483	PITCH HIRE	8000
1415	GROUNDSTAFF MOBILES	1100		1487	GROUND RENTS	375
1436	TOOLS/MAINT/EQUIP			1488	GRANT	
1439	HORTICULTURAL MATERIALS	2438		1489	ELECTRICITY RECHARGE	
1440	REWILDING & SIGNAGE	1000				8,375
1441	MINOR WORKS	3066				
1443	EQUIPMENT MAINTENANCE					
		3684				
1444	FUEL	2064				
1445	MINSTER FIELD RENT	0				
1446	STATUTORY INSPECTIONS	329				
1450	REFUSE CHARGES	1177				
1451	CONTRACTOR MOWING	0				
1452	SKATE PARK MAINTENANCE	0				
1453	CONTRACTOR (MINSTER & HARVEY)	780				
1456	TREE MAINTENANCE	5916				
1457	PUBLIC TOILET PROVISION	0				
1458	VAN HIRE	0				
	TOTAL PARKS & OPEN SPACES	23,272				
106	CHURCH STREET TOILETS					
1610	LEGIONELLA CONTRACT	1032				
1611	RATES	0				
1612	WATER & SEWERAGE	1086				
1614	ELECTRICITY	574				
1616	CLEANING MATERIALS	1462				
1638	CONTRACT CLEANING					
		7569				
1639	REPAIRS AND MAINTENANCE	750				
	CHURCH STREET TOILETS	12,472				
107	MARKETS					
1701	REFUSE	3573				
1703	MARKET STAFF	2000		1720	SATURDAY TOLLS	13997
1706	ELECTRICITY	198		1721	THURSDAY TOLLS	2583

1707	WATER	626		1723	SPECIALIST MARKET TOLLS	2600
1708	RATES	1453				
1709	REPAIRS & MAINTENANCE	1071				
	TOTAL MARKETS	8,921				
						19,180
108	<u>CAR PARKS</u>					
1802	CIVIL ENFORCEMENT OFFICER					
1803	TRIBUNAL REPRESENTATION			1820	TICKET MACHINE SALES CH ST	53317
1804	METRIC MACHINE MAINTENANCE	2546		1821	TICKET MACHINE SALES KG ST	6662
1805	CCTV SLA	6796		1855	CHURCH STREET PERMITS	300
1807	REPAIRS AND MAINTENANCE	250		1823	KING STREET PERMITS	2400
1809	ELECTRICITY	2080		1824	BRAMLEY STREET SALES	4974
1810	RATES	7628		1825	BRAMLEY STREET PERMITS	
1811	SEWAGE AND WATER CHARGES	2500				
1812	COST OF TICKETS	2513				
1814	Collection charges	4818				
	INSPIRE PAYMENT	900				
	TOTAL CAR PARKS	29,131				
						67,653
109	<u>THE OLD COURTHOUSE</u>					
1901	RATES	8990				
1902	GAS, ELECTRICITY & REFUSE	11541		1977	ROOM HIRE	798
1903	WATER	2040		1978	RENT FROM POLICE	1800
1904	STATUTORY INSPECTIONS	1820		1979	COURTHOUSE CHAMBERS	12000
1905	MAINTENANCE	4202		1980	GARAGE	
1906	CLEANING	2361				
1907	PUBLIC WORKS LOAN BOARD	7970				
1908	SUNDRY OFFICE COSTS	924				
	TOTAL COURTHOUSE	39,846				
						14,598
110	<u>TOURISM & COMMICATIONS</u>					
2001	TIC RENT	800				
2002	COMMUNICATIONS	5531		2021	EVENT GRANT AID	1000
2003	OFFICE COSTS	0		2022	EVENT INCOME	388
2004	CIVIC CHAMPIONS	0		2023	THEATRE INCOME	
2005	VOLUNTEER EXPENSES	33				
2006	PROMOTIONS & ADVERTISING	0				
2007	TOWN EVENTS	2468				
2009	TOURISM SAT COVER					
	TOTAL TOURISM & COMMS	8,832				
						1,388
111	<u>LAND</u>					
	TOTAL LAND					
	TOTAL EXPENDITURE	379,824			Total Income	418,194

Reserves in 2023/24

Reserves at 31st March 2023

Committed Reserves
-
Norwood Gardens
Squires & Cludd Pond
Electric Works - The Old Courthouse
Staff costs
Tree Works
Christmas Trees/Lights
Total Committed Reserves

Remaining Reserves at 31 st March

GENERAL RESERVES									RESTRICTED RESERVES		
OTHER SERVICES				DEVOLVED SERVICES							
Emergency Reserve	COMMITTED RESERVES							Infrastructure (CIL) Reserves	Devolution Dudley Doy Reserve Devolution Adams Row Reserve Devolution Humberstone Rd Reserve		
	Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns)	Toilets Reserve	Car Park Reserves				
310	313	312/334	314	332	321/322	333	316	311	330	331	329
£ 21,497.00	£ 6,000.56	£ 13,328.64	£ 120,052.68	£ 12,644.98	£ 17,097.07	£ 3,700.00	£ 2,675.06	£ 34,535.00	£ 4,500.00	£ 756.00	£ 22,891.00
					-£ 906.05			-£ 14,172.50			
								-£ 5,000.00			
								-£ 5,860.17			
£ -	£ -	£ -	£ -	£ -	-£ 906.05	£ -	£ -	-£ 25,032.67	£ -	£ -	£ -
£ 21,497.00	£ 6,000.56	£ 13,328.64	£ 120,052.68	£ 12,644.98	£ 16,191.02	£ 3,700.00	£ 2,675.06	£ 9,502.33	£ 4,500.00	£ 756.00	£ 22,891.00

Reserves in 2024/25

Reserves at 1st April 2024
Deficit B/FWD

Norwood Gardens
Squires & Cludd Pond
Electric Works - The Old Courthouse
Staff costs
Tree Works
Christmas Trees/Lights
Total Committed Reserves

Remaining Reserves

GENERAL RESERVES									RESTRICTED RESERVES			
OTHER SERVICES				DEVOLVED SERVICES								
	COMMITTED RESERVES								Infrastructure (CIL) Reserves			
Emergency Reserve	Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns)	Toilets Reserve	Car Park Reserves	Devolution Dudley Doy Reserve		Devolution Adams Row Reserve	Devolution Humberstone Rd Reserve	
310	313	312/334	314	332	321/322	333	316	311	330	331	329	
£ 21,497.00 -8054	£ 6,000.56	£ 13,328.64	£ 120,052.68	£ 12,644.98	£ 16,191.02	£ 3,700.00	£ 2,675.06	£ 9,502.33	£ 4,500.00	£ 756.00	£ 22,891.00	
					-£ 906.05			-£ 14,172.50				
										-£ 5,000.00		
								-£ 5,860.17				
-£ 8,054.00	£ -	£ -	£ -	£ -	-£ 906.05	£ -	£ -	-£ 20,032.67	£ -	£ -	-£ 5,000.00	
£ 13,443.00	£ 6,000.56	£ 13,328.64	£ 120,052.68	£ 12,644.98	£ 16,191.02	£ 3,700.00	£ 2,675.06	£ 9,502.33	£ 4,500.00	£ 756.00	£ 12,891.00	

TOTALS	
Total Reserves	
£	259,677.99
-£	906.05
-£	14,172.50
£	-
-£	5,000.00
£	-
-£	5,860.17
-£	25,938.72
£	233,739.27

TOTALS	
Total Reserves	
£	233,739.27
-£	906.05
-£	14,172.50
£	-
-£	5,000.00
£	-
-£	5,860.17
-£	25,938.72
£	181,861.83

Agenda 150

Southwell Town Forum

Terms of Reference

Constitution

Southwell Town Forum is a Working Party of the Town Council.

Function of the Forum

Southwell Town Forum will seek and collate representative views in the town to inform and lobby upon the performance and strategic direction of local government, and other relevant organisations, and their impact on the future of the town. It will produce a draft Town Plan 2025-2030 for consideration and adoption by the Town Council. It is anticipated that the Forum will survey the views of the town by the end of summer 2024, and draft a Town Plan for the January 2025 meeting of the Town Council

Chairing the Forum

The Town Council will appoint a Convenor of the Forum who will chair the Forum. In the absence of the Convenor, the Forum will elect a chair person for the meeting.

Membership

Membership will be renewed annually, at the annual meeting on the first Tuesday in June. The Council will appoint four further Town Councillors to be members of the Forum. Southwell organisations listed in the Southwell Guide will each be invited by e-mail to nominate a Forum representative or representatives and membership open to all Southwell residents by invitation in the Bramley and by the Town Council's website.

The District and County Councils will be invited to each send an officer to inform the work of the Forum. District and County Councillors representing Southwell will be invited to attend meetings.

Frequency of meetings and quorum

The Forum will meet at least bi-monthly and it will fix its meetings on the first meeting of the Forum to be established by the Convenor. The quorum of the Forum will be three Town Councillors and representatives from two other town organisations. The Forum will attempt to reach consensus, but in the event of the need for action despite differing views, will require a two thirds majority view to prevail.

Communications

Where possible communication with members will be by e-mail. The Convenor of the Forum will send out a Pre-Agenda notification via the Town Council four weeks prior to the meeting, inviting organisations to raise issues for the Agenda, and the Agenda will be sent one week prior to the meeting. The Council will set up an e-group as part of the Town Council's website. and publicise its work in reports to local news papers and the website.

Record of meetings

The Forum will make draft notes of its own meeting that will be circulated to the Town Council, and to the member organisations within two weeks of the Forum's meeting. The notes will make specific reference to any points of action to individuals, organisations and local government councils.

Reporting mechanism

The Town Council will receive these notes in its 'Reports of Town Councillors', and the Convenor will answer any question arising from these notes. Requests for action by the Town Council from the Forum will be specific items on the Town Council's agenda, published in the normal manner of the Council.

Delegated authority

The Town Forum will have no delegated powers. The Forum will hold no bank account.

Agenda item 151

Twinning with Cesky Bord

I have been given your contact details by Penny Rainbow as I contacted her regarding the Twinning with Cesky Brod.

I have a long connection with people from the Czech republic as I visit there at least once a year every year and have done since 1998.

One of my very good friends has moved to Cesky Brod in the last couple of years, but because of a clash of schedules I hadn't been to his house. I visited him and the town this year, whilst i was there i realised why I had heard of the town before, as it is mentioned on the Welcome to Southwell sign that i have spent all of my life passing as my family is all from Southwell (my mum was formerly Heather Rodgers, and she is part of the Cooling family)

My friend is quite heavily involved in Politics in the Czech Republic and after talking to him is very good friends with the Major of Cesky Brod.

So after telling him about the twinning he has spoken with the Major and he said that the twinning connection had been lost, but was quite willing in trying to get it back up and running again. hence my email to you.

Southwell Town Council Tree Inspection Policy

Contents

1. Policy Statement
2. Introduction
3. Prioritisation of Tree inspection
4. Individual Tree Inspection Programme
5. Immediate Works
6. Monitoring

Appendices

- Appendix 1- Tree Inspection Procedure
- Appendix 2- Site Tree Inspection FORM A
- Appendix 3- Site Tree Inspection FORM B
- Appendix 4- Site Tree Inspection FORM C
- Appendix 5 – List of trees to guide replanting
- Appendix 6 - Bibliography

1. Policy Statement

Southwell Town Council ('the council'), as a tree owner, has a direct responsibility to ensure that its trees do not pose a danger to the public or property.

The council has a statutory duty of care to members of the public and staff who must not be put at risk because of any failure by the council to take all reasonable precautions to ensure their safety. In the National Tree Safety Group publication, "Common Sense Risk Management of Trees", statistics show that there is about a one in 10 million chance of an individual being killed by a falling tree or part of a tree in any given year.

Like all living organisms, trees are subject to decline and collapse and they can be damaged physically or invaded by pathogenic organisms. As trees deteriorate they are increasingly likely to shed limbs or fall in strong winds and the potential to cause harm increases.

Ancient and decaying trees are often beautiful and uniquely valuable as habitat for wildlife and, however poor the physical condition of a tree, remedial action is only necessary where there is a clearly perceptible risk to life or property. This might mean removing part of the tree or reducing the level of public access in the vicinity.

This Tree Inspection Policy will therefore ensure that:

- the risk to life and property, as a result of tree deterioration, is kept to as low a level as is reasonably practicable;
- a system of tree inspections is in operation in relation to the above risk;
- a record of trees and inspections is retained;
- staff who carry out inspections are competent to do so;
- work identified through the inspection programme to be undertaken by suitably qualified staff or contractors.

2. Introduction

The council recognises that trees are an important conservation and amenity resource to the area, but that they can present risk to the public if they are not managed properly.

Owners of trees have a legal duty of care and are obliged to take all reasonable care to ensure that any foreseeable hazards can be identified and made safe. Although it is not possible to completely eliminate the risk of a tree falling, there are often indications that a tree may be in decline, have structural faults or be suffering from decay or pests and diseases. Many of these signs can be recognised by trained inspectors who can then instigate further investigations by an external qualified arboriculturist.

The safe and appropriate management of its trees is important to the council who want to ensure that a balance is maintained between public safety and sustaining a healthy tree population with the benefits it provides. Trees are integral to most natural land-based ecosystems, providing a wide range of ecosystem services to humankind, including mitigating the harmful effects of climate change as well as assisting with climate adaption. Trees are an important part of the economy providing timber and non timber forest products. They also bring communities together, playing a part in their cultural and spiritual values and aesthetic appreciation.

Their importance is recognised in international, national and local government policies, and many non-governmental organisations have policies dedicated to conserving trees and their biodiversity.

This policy seeks to manage the risks associated with trees using a risk-based approach which requires the inspection of trees belonging to the council to assess whether they represent a risk to life or property, and to take remedial action as appropriate.

3. Prioritisation of Tree inspection

A review of council owned land was undertaken to prioritise the initial inspection regime and establish an ongoing inspection frequency for all trees within the council's ownership. This prioritisation was completed using the following risk table.

Zone	Initial Inspection Period	Notes
High Footfall Kings Street Car Park Church Street Car Park Bramley Street Car Park Market Square Ash Tree Spinney Minster Field Path [within 3m of path] Edward Cludd [within 3m of path] Squires Pond Play Area [within 3m of edge] Squires Pond Woodland Humberstone Play area [within 3m of edge and play equipment] Memorial Drive [within 3m of path]	To be undertaken by October 2023 and thereafter every 1.5 years	This is a continual process with routine inspections
Medium Footfall Burgage Froggatts Harvey Field Minster Field Norwood Gardens play area Riverside [within 3m of path] Squires pond picnic area Orchard Land Potwell Path WMRG [within 3m of path or play equipment]	To be undertaken in the first year by March 2024 (out of leaf) and September (in leaf) and thereafter every 30 months	
Low Footfall Squires pond woodland Adams Row Hillcrest Beaumont Wakeling Cedar Green Dudley Doy Hillcrest Adams Row Beryls Meadow	To be undertaken in the first year, in leaf and out of leaf, by October 2024 and thereafter every 66 months	

The physical inspection of each risk area will identify trees that have defects that need to be monitored further in accordance with the individual tree inspection programme noted below.

4. Individual Tree Inspection Programme

This procedure is summarised in the flowchart in appendix 1.

When a site is inspected according to the frequency determined by the risk zones table shown above, the designated grounds staff will fill in a site tree inspection form, FORM A, (appendix 2). If no trees with significant defects are found, this will be stated on the form. Those trees that appear to be sound during formal inspection require no further documented record of their condition at this stage and will be re-inspected in accordance with the risk table.

Where a tree with significant defects is identified as being potentially hazardous this must be documented and a tree defect report form, FORM B, (appendix 3) must be filled in, in addition to FORM A.

The inspection should be recorded in the record book / database to enable individual tree information to be viewed, providing a means of monitoring changing tree condition.

The assessment of risk on FORM B is designed to give an indication of the risk posed by the defect. The assessment of risk is based on 3 factors:

- designated risk zone of the site (i.e. high, medium or low);
- overall condition of the tree;
- urgency of works required.

Designated grounds staff must consider these factors when inspecting a tree and calculate the total hazard rating in order to rate the tree as high, medium or low. This is done by using the following scoring system as shown on FORM B:

				Score
Factor 1	Risk Zone	A mature or veteran tree ○	High	5
		A semi-mature tree where there is public access to area as defined in high risk	Medium	3
		A young tree	Low	1
Factor 2	Condition	<ul style="list-style-type: none">○ Dead○ Very low vigour○ Short life expectancy○ Sparse leaf cover○ Significant defects	Poor	5
		<ul style="list-style-type: none">○ Generally healthy○ Some thinning of crown○ Some defects of low significance○ Limited >4yr life expectancy	Average	3
		<ul style="list-style-type: none">○ Healthy○ Full crown○ Long life expectancy○ No significant defects	Good	1

Factor 3	Priority	Within very close proximity [<2m at the base] to: <ul style="list-style-type: none"> ○ Major footpaths ○ Play areas ○ Picnic areas ○ Main public areas ○ Work yards ○ Car parks ○ Any areas with high footfall ○ Land used for regular events 	High	5
		Within close delete close proximity to: <ul style="list-style-type: none"> ○ Bridle ways ○ Quieter areas of parks and gardens ○ Woodlands (moderate use) ○ Any areas in regular but not intensive public use 	Medium	3
		Within close proximity to: In <ul style="list-style-type: none"> ○ Low intensity land use i.e. arable ○ Other woodlands and open spaces ○ Surplus land ○ Any areas away from public footpaths and only lightly used 	Low	1

The scores for each risk factor are then added together to produce the overall risk score for that particular tree. This will then determine the frequency of inspection for the tree.

N.b. all trees will be inspected in accordance with the tree inspection programme; only trees that have significant defects identified will be inspected in accordance with the following until the defect has been rectified.

Score	Frequency of Inspection
13-15	Immediate works (within 30 Days)
9 - 12	Every 12 months
8 or below	Every 3 years

6. Immediate Works

Where the scoring is 13-15 and immediate works are identified within FORM B, at the time of inspection the tree inspector must provide a description of the works required, any safety considerations and equipment requirements.

The completed form must be presented to the Clerk The arboreal officer should assess whether the works can be carried out by the in-house team or whether a contractor is required and record this on the form.

In cases where the work is within the capabilities of in-house resources Grounds Work Planner must ensure that all work can be carried out safely, prior to the works commencing. All staff must be issued with the appropriate safety equipment and be suitably qualified to carry out the task.

When in-house resources are not qualified to carry out the work or are unavailable, a specialist tree surgeon may be used to undertake the work. A list of approved arboricultural tree work contractors will be used to commission the works and such works should comply with contract and financial procedure rules and adhere to health and safety legislation.

Once all remedial works have been carried out on the tree, either in-house or by a contractor, the tree should be reassessed using FORM C (appendix 4).

Rectification of all defects will result in the tree being removed from the individual tree inspection programme and the monitoring of this tree will then continue in accordance with its high, medium or low risk location area.

7. Tree Replacements

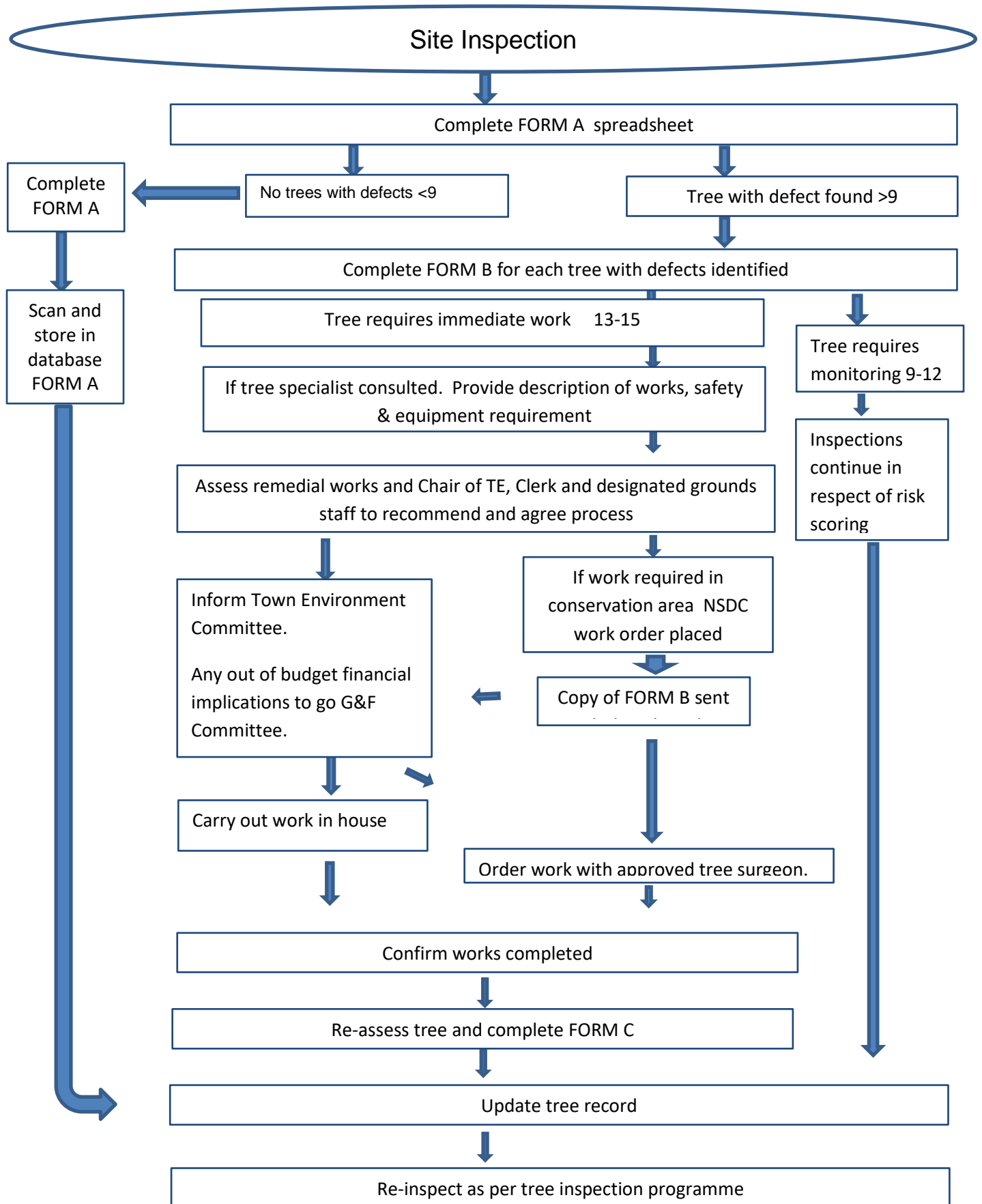
Any tree that is felled as result of the tree inspection programme must be replaced with a tree of an appropriate species. Wherever possible STC will retrieve saplings and grow them on in our tree nursery.

8. Monitoring

In order to ensure adherence to the Tree Safety Management policy, adequate tree inspection records must be kept for 10 years and systems demonstrating compliance with the policy must be in place.

Grounds Work Planner will ensure that the Tree Safety Management Policy is kept under constant review and is formally reviewed every 5 years.

Appendix 1- Tree Inspection Procedure



Appendix 2 - Site Tree Inspection - FORM A

Location:		Site Reference:	
		Risk Zone:	
Date:	Time	Weather	
Inspectors name			
Type of inspection			
Planned (as per inspection program)			
Reactive (as a result of complaint or storm)			
If only covering part of site, please state which areas covered			
Findings			
Number of trees with significant defects			
Additional comments			
For each tree with significant defects fill out one FORM B			
Confirm risk Zone	High	Medium	Low
Signed			
Date scanned into data base:			
Scanned by			

Appendix 3 - Site Tree Inspection - FORM B

Location:		Site reference:		Tree Number:	
Date:		Time:			
Inspectors Name:					
Species:		Age Young Semi-mature Mature over mature			
Tree Assessment					
Risk Zone Score:				Total Score	
Condition Score:					
Priority Score:					
Frequency of inspections					
Total Score 11-15		Immediate works needed			
Total Score 8-10		Inspect in 12 months			
Total Score 7 or below		Inspect every 24 months			
Complete following information for IMMEDIATE WORKS ONLY					
Description of works needed, safety considerations and equipment requirements:					
Name:			Signature:		
TO BE COMPLETED BY AUTHORISING OFFICER					
Date sent:					
Date returned:					
Name:				Signed	
Authorised:				Y/N	
Cost code					
Date recorded in Data Base:					
Recorded by:					

Appendix 4 - Site Tree Inspection - FORM C

Location:	Site reference:	Tree Number:
Date:	Time:	
Inspectors Name:		
Species:	Age Young Semi-mature Mature over mature	
Remedial works		
Date works undertaken:	Order no.	In-house: team
		Contractor: Name
Decryptions of works undertaken:		
Re-assessment		
All defects rectified: Y/N		
Tree can revert to routine inspection program Y/N		
Defects still remaining Where further defects identified complete FORM B		
Signed:		
Date scanned in data base:		
Scanned by:		

Appendix 4 List of trees for planting

This is the beginning of a list of trees for planting on STC's estate. It is not exclusive but is intended to be continually updated.

This incorporates Southwell Town Council's Tree Planting Policy.

List of local and native trees:

Fruit trees

Available from Marc Richmond <https://marcrichmond.weebly.com> – 07817654022)

Adams Pearmain - (1826) – Late dessert apple. Handsome, rich, and nutty flavour. Highly ornamental. Beeley Pippin - (1880 Derbys) Early eater. Dusky pink flush and russet. Rich aromatic flavour.

Bess Pool – (Chilwell, Notts) Late dual purpose, keeps until March. Flowers late so useful in frost pockets. Beautiful crimson flush, rich, crumbly flesh. Popular in Victorian times for decoration alone. Court Pendu Plat – (17th century or earlier) Dessert apple. Claimed to have Roman origins. Known as 'wise apple' as it flowers late so misses frost – good to pair with Bess Pool. Rich fruit, pineapple like flavour. Makes a compact tree with good disease resistance.

Blenheim Orange – (c1740) Dual purpose. Highly esteemed apple, long held favourite of many. Often described as having a addictive nutty taste. Quite sweet, crumbly texture. Good with cheese.

King of the Pippins (poss 1770's Europe – widely grown) Very versatile, can be used for eating and cooking – great for patisserie as keeps shape when cooked. Also used for cider. Quite sweet, firm but with plenty of acidity. Upright tree - good for allotments.

Lord Lambourne (1907) – Dessert apple. Valued and reliable garden apple. Sweet juicy and crisp. September to November.

Nottingham Pippin (1815) – Dessert apple. Strong flavour of fruit, sweet, crisp, and juicy. Keeps until February. Orleans Reinette (1776) Dual purpose. Rich, nutty, aromatic flavour. Highly esteemed due to exceptional flavour. Keeps until January.

Ribston Pippin (1707) Parent of Cox's Orange Pippin. High vitamin C content. Intense, rich, aromatic flavour. Esteemed Victorian dessert apple. Keeps until January.

Rosemary Russett (1831) Intense, sweet, sharp flavour. Reliable. One of the best russets. Keeps until March.

Available from John Hempsall helenhempall@aol.com – 01777870214

Mead's Broadling [1884] Notts Markham Pippin [1990]

Notts Sisson Worksop Pippin [1910]

Notts Nottingham Pippin [1815] Notts Allinham Pippin [1884] Lincs Nov-Dec

Malster [1830] Notts Sept-Nov

Bibliography

The National Tree Safety Group: The Common Sense Risk Management of Trees 2011

The Forestry Commission: Trees and Woodland Strategy Toolkit 2022

Weymouth Tree Management Policy 2022 -2025

Frome Town Council: Wild About Trees May 2022

Agenda item 152.2

Southwell Town Council Woodland & Tree Management Policy

Southwell's rural landscape of woods, copses and trees are integral to ecosystems, and it is vital that they are protected. This paper examines the management of the town's woodland landscape, including planting, protecting habitats and managing risks from trees. This policy confirms the importance of woodland habitats and trees to Southwell's senses of place and the welfare of its residents. They are a keystone species.

1. Key principles

Woodlands and trees are fundamental to our well-being and quality of life. They improve biodiversity in Southwell, creating homes and habitats for wildlife. The Council recognises their role in providing greater resilience to climate change, off-setting carbon and protecting against flooding. Southwell Town Council is committed to complying with all current legislation.

There will be six-monthly reviews by the Chair, Vice-Chair of Town Environment Committee and Chair of Climate Change Working Group with the Clerk. The Clerk and the Chair of Town Environment will meet monthly to monitor and review progress and agree prioritisation of work, including any emergency work that has been done, these will be noted and circulated to all councillors. This policy will be subject to an annual review.

2. Southwell Town Council (STC) will:

- Plant trees and support other people and organisations to do the same.
- Look after the trees we are responsible for, including routine safety inspections.
- Protect the habitats created within the woodland landscape and the town's open spaces.
- Leave some open spaces to allow self set deciduous trees and native shrubs to flourish.
- Steward and develop community orchards.

This document details the steps STC will take to foster healthy woodland environments and balance risk and benefits. The Council's policy also recognises the important work that volunteers and voluntary groups do in maintaining and protecting our open and woodland spaces.

3. Categories of locations & inspection regime

Trees will be assessed according to their proximity to footfall in each area: high, medium or low, to identify if branches should be lopped or trees felled – where there is a clear and present risk of injury to the public.

The trees on STC land which are adjacent to areas where there is high footfall, will be pruned regularly and/or assessed on a 1.5 year cycle. Example of high footfall are the Market Place.

Trees on a medium footfall area will be subject to an assessment every three years. Example of medium footfall is Froggatt's Field.

Trees in locations where there is low footfall, will be subject to a five-year visual assessment. Example of low footfall is Beryl's Meadow.

Trees are usually 'on the working path' of our grounds staff who can inspect as they undertake their normal duties.

All specific inspection must be recorded and noted by the Town Environment Committee meeting notes.

NOTE: The inspection regime for trees in areas of high footfall is every 1.5 years (so they are seen in and out of leaf). These inspections are in addition to the informal day-to-day inspections of the estate and are to be performed from the ground only, by a qualified member of staff.

4. Spaces looked after by STC

Ash Tree Spinney (high footfall near path)
Beryl's Meadow (low footfall)
Cedar Green (low footfall)
Edward Cludd pond (medium footfall)
Froggats Field (medium footfall)
River Greet (Riverside side only) (low footfall)
Harvey's field (medium footfall)
Hillcrest, Beaumont (low footfall)
Humberstone Road, Adams Row, Cedar Green and Dudley Doy open spaces (low footfall)
Humberstone Road play area (high footfall)
Minster Field (medium footfall)
Norwood Park Recreation Ground (medium footfall)
Orchard Land (Medium footfall)
Potwell Path (medium footfall)
Riverside Park (medium footfall)
Squires Pond picnic area (low footfall)
Squires Pond play area (high footfall)
Squires Pond woodland (high footfall)
The Burgage & Little Burgage (medium footfall)
Wakeling Close (low footfall)
War Memorial Recreation Ground (medium footfall)
The Market Square (high footfall)
Bramley Centre, Church Street and King Street car parks (high footfall)

Mowing and seeding regime can be found in the Southwell Town Council Open Spaces Strategy Nov 2020.

5. New planting

The Council will identify areas to plant new trees. Tree species should be locally sourced, native species unless specific agreement is given. The long-term implications for the Town Council will be considered before permissions are given.

New whips and standard trees will have weeds and grass around the base removed. Mulching around the base of newly planted trees (but not touching the actual stem) to aid hydration. Water by bowser with a real soaking through all hot/dry spells for the first four years.

The Council will take steps to protect and renew the habitat loss. For every tree removed the Council will endeavour to plant five new trees whips or an older tree which is over three metres high.

STC will initiate a planting scheme to compensate for the habitat loss to provide foraging and commuting habitat for wildlife. Any light pollution caused by the loss of a tree to the canopy will be mitigated by requesting light deflectors on streetlights.

The Council supports the planting of memorial trees to commemorate events of significance and residents. Permission and the location for planting on STC land must be agreed by the Town Environment Committee.

6. Removal of dangerous/dead/dying trees

All fallen/felled trees and branches, which do not cause an obstruction, will be left in-situ to provide rotting vegetation for insects – unless this is impactable due to diseases or volume. Some larger branches will be made available to residents for carving or burning, this will be communicated via the STCs website. Some smaller branches and brash will be stacked to provide 'bug hotels'.

Brash should be used to create dead hedges, removed by contractors, or kept in-situ in a discreet/appropriate position. Wood chip should be taken away from by the contractor or kept in a suitable place to be used for future tree planting events.

Trees in areas with high residents' use will be pruned regularly and/or assessed to ensure they do not cause obstruction or hazard. If a tree or large branches are highly likely to fall (or have fallen), they will be subject to surgery, within the law. Fallen trees and branches not causing an obstruction or safety issue will be left to naturally degenerate. In our woods and orchards residents should be engaged with and signs should be erected to inform residents and visitors of the trees, their species and their contributions to the local and national environment.

7. Overhanging branches

Residents may remove branches from STC trees which overhang their property (in-line with the law), but STC must be informed of their intention before removing any branches. Once branches are removed, residents should inform STC if they are left on STC land, so they can be removed if desired by STC, residents cannot insist they be removed from STC land.

8. Root damage

A tree belongs to the person who owns the land on which it grows. However, where the roots of a tree encroach on residents' land, they are entitled to chop back the roots to the boundary line. Residents do not need to obtain the tree owner's permission before removing encroaching tree roots, although if they do intend to do this to Council trees then STC must be informed. The Council do not take any responsibility for trees extant before subsequent buildings were placed on the land. Claims for damages can only be made through the residents' own house insurance.

9. Training

Staff training will be identified [eg chainsaw, working at height, tree assessment, tree surgery etc.]. A member of staff will be trained in tree management and will oversee all Council tree work. If possible, we will support and encourage staff to undertake tree work, and purchase or hire equipment to do so. However, the Council will balance the cost and benefits of staff being trained to do the work and equipment hire compared with the use of contracted tree surgeons.

All allocation of staffing and training must be through the Clerk who is the line-manager of the grounds staff.

10. Tree consultants and contracted work

STC will seek to employ a tree consultant who understands the ethos, responsibilities, and STCs approach to trees. The consultant will be employed for an interim period of two years.

Contracted work will be initiated through the Town Environment Committee in consultation with the Clerk and in accordance with STCs Ordering Policy.

All 'out work' will be agreed and actioned through the normal tendering process. It is noted that the best contractor for the job may not be the cheapest.

11. Volunteers

STC will engage with volunteers to develop a management plan for 'adopted' areas of woodlands and orchards. All management must align with this policy. STC cannot provide equipment to do so, or permit working at height and all Risk assessment forms must be approved by the Risk Assessment Panel and volunteer forms must be kept in line with GDPR.

12. Balancing the risk and benefits of woodland landscapes

A) Quantification of risk

Published evidence records that deaths caused by trees are rare at 5/6 per annum. Anecdotal evidence indicates that these are often directly related to death on a public highway caused by trees falling onto cars during high winds. An Australian study identified that there was an increase in injury caused by trees during periods of higher winds which supports this opinion.

In context, the risk of death from a tree is circa 1:10,000,000, by contrast 65 people were killed by dogs in the last year at a risk level of 1:1,000,000. Death from motor accidents is circa 1,700 annually. By comparison, the risk associated with trees is nominal only and mainly is related to natural and more extreme weather events.

The Australian Study supports this and finds that the risk was similar to that of a shark attack and the benefits of trees outweighed any risks to the person.

An increasing importance is now placed upon trees in relation to climate change and the environment and ecology and this policy to reflect this. And 'shifts the dial' away from avoiding any notional risk to the public and towards enabling and ensuring that trees are allowed to run their natural lifecycle with minimum interference and then to continue in-situ when their natural life is over to provide home and nourishment for other plant and animal life.

There is no evidence that trees pose a significant risk to humans other than those which naturally arise as part of nature itself and STC considers that this is the key risk measure.

B) The legal approach

The Courts are generally reluctant to impose any liability for death or serious injury upon the owner of the tree as they perceive this primarily as a risk of nature which we all run all the time. The official view is that tree owners cannot be expected to act as insurers against risks of nature and they tend to only impose liability in certain circumstances.

Recent cases indicate that they are more likely to impose liability if the tree owner is a public body or substantial organisation and has ignored any risk by failing to develop or implement any Tree Management Policy where the tree is in a busy public place and has failed and has caused injury or death.

They appear reluctant to impose any liability where there is a considered Policy in place which can be proven to be implemented and is commensurate to the size and nature of the organisation, even if a tree fails and causes death or serious injury.

The balance here is that except in rare cases, there is considerable uncertainty as to whether the tree will fail or in what circumstances this failure might take place and over what timespan and whether the failure will occur in such a way to cause death or serious injury.

The period of time when a tree is an actual risk is also extremely short as this only occurs during the length of time it takes for a tree to fail. Immediately before and after the event, generally it is not a risk. This can be evidenced on the assumption that a failure of a tree or branch (excluding fallen trees obstructing highways) is a short event in terms of time.

If we assume this risk time span to be five seconds, the risk period within one day is 1:17,280 and in one year is 1:6,307,200 and so on. On this basis, it is easy to see why the overall risk is so low and it is quite normal for trees to survive for many years with obvious defects.

C) Summary

All published evidence identified tends to support the view that trees pose zero or nominal risk to the public and that the majority of this is a 'risk of nature' for which the tree owner is not liable. On this basis it is difficult to make out a case for any significant interventions into the natural life cycle of trees other than in exceptional circumstances and as a last resort.

Trees are now recognised as an extremely important part of our ecosystem and therefore any interference in their natural life cycle should be avoided wherever possible. This does give rise to a need to a change in culture and perception where interference has been accepted to mitigate a risk which is perceived as being substantially greater than reality. Therefore, educating the public as to the true risk level, which is so low that in most instances it can be practically discounted, should be undertaken.

The perception of excessive risk is fuelled by using danger signs and security fencing which promote the concept that there is a material risk when in fact there is not. This also promotes the unfortunate perception that STC is accepting liability for “risks of nature” which may inadvertently extend our existing liability which is extremely limited provided we have a definable Policy and can prove that we have implemented it.

Whilst damage caused by trees to property can occur STC has seen no evidence that it is perceived by the insurance industry as anything other than a normal risk of nature to be covered within any normal household or other policy. Intervention to protect property should only occur in exceptional circumstances.

D) Processes

Refer to tree inspection procedure.

Minutes of Meeting: PLANNING & HIGHWAYS COMMITTEE
Date and Time: Wednesday 06 December 2023 19.00
Venue: The Old Courthouse Burgage Southwell NG25 0EP

Present: Councillors J Berridge (Chair), R Blaney, P Barron, G Adams, M Brock
J Lightwood, J Bostock

In Attendance: Abi Brackenbury – Deputy Clerk

There were 11 members of public present.
There were 2 members of Speed Watch Present

Members of the public are invited to attend in person.

AGENDA

PH23/12/001 **Apologies for absence** – Cllr Steve Perry

PH23/12/002 **To receive any declarations of interest.**
Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001

Cllr G Adams – 5.4 [23/01962/HOUSE](#)

PH23/12/003 **Approval of Minutes of previous meetings:**
3.1 Planning Committee Minutes 4th October & 1st November 2023
04 October 2023 – approved at Full Council
01 November 2023 – approved
3.2 Matters arising – for information only.

PH23/12/004 **Opportunity to hear questions or statements from members of the public.**
Standing orders were suspended to hear comments from members of the public.

Several residents raised their concerns against the planning application for the Vineries, these were related to Flooding, Hedgerows & ecology, Design and layout and highways. It was very apparent that the outline planning permission granted has been significantly changed in the reserve matters application.

PH23/12/005 **Planning applications – click to the NSDC ref below and it will link to the relevant application.**

STC Ref	NSDC ref	Location	Details	Decision	Observations
5.1	23/01836/RMAM	Land Rear Of The Vineries Lower Kirklington Road	Reserved Matters application (layout, scale, appearance, landscaping) pursuant to outline consent 20/01190/OUTM; Outline	Objection Proposed M Brock Seconded R Blaney	Southwell Town Council considered application.

			planning application for 45 dwellings	Unanimous	23/01836/RM AM Object based on the significant differences from the outline planning to the reserve matters application.
5.2	23/01881/LBC	Burgage House King Street	Maintenance and Repair to Brickwork	Already Decided No Comment No Vote	
5.2	23/01834/S73	Lamont House 4 Canons Close	Application for variation of condition 07 to substitute approved plans with revised drawings including dormer windows and rooflights re-configured and resultant internal layout plans attached to planning permission 22/02077/HOUSE.	No Objection Proposed R Blaney Seconded M Brock Unanimous	Southwell Town Council considered application. 23/01834/S73 No objection on the proviso that there is reassurance given that the conservation officer approves and no further trees will be removed
5.3	23/01639/HOUSE	23 Vicarage Road Southwell	Loft conversion from hip to gable. Flat roof dormer on the rear side of the roof. Replacing glazed sloped roof over dinning room with flat roof and skylight.	No Objection Proposed M Brock Seconded Jamie Bostock	Southwell Town Council considered application. 23/01639/HOUSE No Objection
5.4	23/01962/HOUSE	10 Farthingate Close	Demolish garage. Single storey front and side extensions. Two storey side and rear extensions. Render to existing brickwork. Replacement windows and doors.	Objection Proposed J Berridge Seconded R Blaney	Southwell Town Council considered application. 23/01962/HOUSE Objection based on the doubling the size of the footprint no provision for additional parking and inadequate location

5.5	23/01983/HOUSE	Hockerwood Park Hockerwood Lane	Proposed timber orangery to replace existing conservatory	No Objection Proposed R Blaney Seconded M Brock Unanimous	Southwell Town Council considered application. 23/01983/HOUSE
5.6	23/01917/LBC	The Residence 1 Vicars Court	Take down and rebuild section of northeast boundary wall with new concrete foundation. Take down section of south boundary wall and replace with new brick pier and metal railings to match existing adjacent	No Objection Proposed R Blaney Seconded M Brock Unanimous	Southwell Town Council considered application. 23/01917/LBC NO Objection if Historic England only if historic England comments have been taken fully into account by NSDC
5.7	23/01916/FUL	The Residence 1 Vicars Court Church	Take down and rebuild section of northeast boundary wall with new concrete foundation. Take down section of south boundary wall and replace with new brick pier and metal railings to match existing adjacent	No Objection Proposed R Blaney Seconded M Brock Unanimous	Southwell Town Council considered application. 23/01916/FUL No Objection if Historic England only if historic England comments have been taken fully into account by NSDC
5.8	23/01988/HOUSE	6 Appletree Close	Single storey front and rear extension.	No Objection Proposed R Blaney Seconded M Brock Unanimous	Southwell Town Council considered application. 23/01988/HOUSE No Objection
5.9	23/02011/LBC	3 Willoughby House	Relocate the store access from the lounge space to the kitchen dining space	No Objection Proposed M Brock Seconded Phil Barron Unanimous	Southwell Town Council considered application. 23/02011/LBC No Objection

PH23/12/006

Chairmans Notices

PH23/12/007

Planning Applications Decided

7.1	Applications Approved 23/01351/FUL Minster Garage	STC Decision No objection
7.2	Applications Refused	
7.3	Tree Works Orders Approved 23/01506/TWCA Squires Pond Area 23/01693/TWCA Rose Cottage 47 The Holme 23/01728/TWCA 23 Station Road 23/01795/TWCA 54 Westhorpe 23/02030/TWCA Car Park Church Street	
PH23/12/008	Highways Report – previously circulated. STMP formally approved by Committee. Next NCC/Via meeting 01 February 2023	
PH23/12/009	Lowes Wong Letter for consideration – previously circulated	
PH23/12/010	Letter responses for consideration – noted	
PH23/12/011	Neighbourhood Plan Update – noted	
PH23/12/012	Date of next meeting: 3rd January 2024	
PH23/12/013	Items for discussion at next meeting	

Signed

Chair of Planning & Highways

07/12/2023

Minutes of Meeting: PLANNING & HIGHWAYS COMMITTEE
Date and Time: Wednesday 3rd January 2024 19.00
Venue: The Old Courthouse Burgage Southwell NG25 0EP

Present: Councillors M Brock (Chair), R Blaney, P Barron, G Adams, J Bostock, S Perry
In Attendance: Abi Brackenbury – Deputy Clerk

There was 1 member of public present.
There were 2 members of Speed Watch Present

Members of the public are invited to attend in person.

Minutes

PH24/01/001 **Apologies for absence:** C Marshall, J Berridge, J Lightwood

PH24/01/002 **To receive any declarations of interest.**
Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001

PH24/01/003 **Approval of Minutes of previous meetings:**
3.1 Planning Committee Minutes 6th December 2023 – Approved
3.2 Matters arising – for information only.

RB will provide a full summary of his comments on the Vineries as the application is still live on the planning portal.

PH24/01/004 **Opportunity to hear questions or statements from members of the public.**

PH24/01/005 **Planning applications – click to the NSDC ref below and it will link to the relevant application.**

STC Ref	NSDC ref	Location	Details	Decision	Observations
5.1	23/01983/HOUSE	Hockerwood Park Hockerwood Lane	Proposed timber orangery to replace existing conservator	Previously actioned	
5.2	23/01917/LBC	The Residence 1 Vicars Court Church Street	Take down and rebuild section of northeast boundary wall with new concrete foundation. Take down section of south boundary wall and replace with new brick pier and metal railings to match existing adjacent.	Previously actioned	

5.3	23/01997/FUL	Nottingham Fire And Rescue Service 8 Heywood Close	Erection of single storey outbuilding. Alterations to doors and windows in main building.	No Objection Proposed R Blaney Seconded Bostock	Southwell Town Council considered application. 23/01997/FUL and agreed to no objection
5.4	23/02047/HOUSE	Proposed front extension and raising roof ridge to create a first floor	The Orangery 50A Westgate	Object Proposed R Blaney Seconded P Barron	Southwell Town Council considered application. 23/02047/HOUSE and objected on the grounds of the proposed extension is too great, it appears to be taking in the patio area to indicate footprint, is not sympathetic to the conservation area or principles, the existing design is inappropriate height and location.
5.5	23/01623/S73	Hardwick House Queen Street	Variation to Conditions 2, 4, 5, 6, 8, 9, 13, 14 and 15 attached to planning permission 22/01082/HOUSE Proposed detached garage and outdoor swimming pool	No Objection Proposed M Brock Seconded R Blaney 3 Abstain	Southwell Town Council considered application. 23/01623/S73 and agreed to no objection
5.6	23/02152/FUL	24 Oxton Road Southwell	Erection of a new annexe dwelling (re-submission)	Object Proposed G Shaw Seconded R Blaney	Southwell Town Council considered application. 23/02152/FUL and agreed to object on the grounds that it does not apply basic planning principles.

					Too many bedrooms for car parking spaces, leaves no garden.
5.7	23/02158/HOUSE	8 Burgage Lane Southwell	Erection of a single storey side extension (retrospective)	No Objection Proposed G Shaw Seconded J Bostock 2 abstain 1 objection	
5.8	23/01700/HOUSE	15A Westgate Southwell	New dormers over existing window openings, replacement windows and new windows to front and side elevations. Replacement of window to rear elevation with french doors.	No Objection proposed P Barron Seconded R Blaney	

PH24/01/006 Chairmans Notices

PH24/01/007 Planning Applications Decided

7.1 Applications Approved STC Decision

23/01821/FUL The Workhouse
23/01824/S73M Land North Of Halloughton
23/01823/S73M Land North Of Halloughton

7.2 Applications Refused

7.3 Tree Works Orders Approved

23/01744/TWCA Park House Nottingham Road

PH24/01/008 Highways Report – previously circulated - Noted

It was requested that the agenda is followed as already agreed at the VIA Meeting on 01 Feb.
STMP should be published with Survey Monkey results on STC Website.
S Perry will draft response to 20mph letter.
Police Commissioner visit date has not been confirmed.

PH24/01/009 Neighbourhood Plan Update – As per attached. Revisions will be completed between 9 -23 January 2023. Will be presented to WG and then to Full Council in Feb. Cllr S Perry requested a paper copy be made available.

PH24/01/010 Date of next meeting: 7 February 2024

PH24/01/011 Items for discussion at next meeting

Signed by Chair of Planning & Highways

07/02/2024

Date:



The Old Courthouse
Burgage
Southwell
Nottinghamshire
NG27 0EP
Tel: 01636 816103
admin@southwell-tc.gov.uk
southwelltowncouncil.com

Notice of Meeting: Town Environment Committee
Date and Time: 08 November 2023 19:00
Venue: The Old Courthouse

Present: Cllrs L Harris (Chair), K Roberts, J Berridge, P Harris, J Bostock, M Brock, S Perry, P Brooker

In attendance: Abi Brackenbury, Deputy Clerk

Questions from Members of the Public - None

TE 23/11/34 Apologies for absence

TE 23/11/35 To receive any declarations of interest, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011

TE 23/11/36 **Approval of Minutes of previous meetings:**
36.1 Town Environment Committee Minutes 09 September 2023 – not approved, to be approved in 10 January 2024 Meeting
36.2 Matters Arising
Squires Pond – no update
Workload report – noted
Nottingham Road Car Park lights – agreed at full council.
Ash Treey Spinney – Work to commence 04 December 2023, Clerk to send resident letters end November.
Preserva been instructed to do a damp report on OCH – Noted
Eradication of Japanese Knotweed – started
New chainsaw as been purchased - not currently running on Aspen, smaller quantities should be available by February.
Cundy Hill Dog Bin approved in last meeting- noted.
Additional loom for Christmas lights completed 07 November 2023.
Beryls Meadow plan agreed between STC and Green Southwell.

TE 23/11/37 **Chair's Notices**
37.1 Flood forum- Chair thanked Volunteers and STC staff for their effort. Cllr J Bostock will communicate to school to update their emergency plan.
37.2 Skate Park - new design meeting which will go to full council.
37.3 Tree Management Policy update – to full council

TE23/11/38	Working Group Reports 38.1 Heating Pump Fitted OCH 38.2 WMRG user group minutes – noted 38.3 MWG minutes – noted 38.4 NEBCC minutes - noted
TE 23/11/39	Events – verbal 39.1 Councillor Volunteers – Cllr L Harris re iterated that without Councillor Volunteers events cannot run safely. Cllr L Harris will put together a plan of volunteers for the Christmas Market. 39.2 Remembrance Parade – noted 39.3 Lantern Walk - noted 39.4 Christmas Market & Light Switch on – noted 39.5 Stalls Market – 29/10/23 (Monthly event) – noted 39.6 Community Garden Party 09 June 2024 (80 Year VE Day) – noted
TE 23/11/40	Parks and Open Spaces 40.1 Fallen tree Scout Hut - Believed to be the Minsters responsibility – under investigation. 40.2 STC Estate Flood update – Toddler play area was heavily flooded but now fully re opened. Loosing the bank by cross sites path. Bridge by Harvey’s Field is impassable.
TE23/11/41	Communications update 41.1 Proposal for comms to meet and discuss future budget - PH will convene and report back to TE 41.2 Proposal to put together a monthly comms plan - this needs to be set at the budget meeting before the precept is set.
TE 23/11/42	Proposal for new bin plus recycling outside Morrisons – waiting for quote from NSDC (AB chased 02/11/23) – to be discussed at future meeting after some further investigation.
TE23/11/43	Proposal to add additional bike rack outside scout hut – AB to check what is left.
TE 23/11/44	Policies None to date
TE 23/11/45	Items for Communication None to date
TE 23/11/46	Items for discussion at next meeting 2024/25 Budget Emergency Plan Comms Plan Future use of building (closed session)
TE 23/11/47	Date of next meeting 10 January 2024

Signed by
Chair of Town Environment

Date

Minutes of Meeting: **Human Resources Committee**
Date and Time: **27 November 2023 19.00**
Venue: **The Old Courthouse**

Present : Cllr M Stott (Chair), Brock, L Harris, P Harris Rainbow, Roberts

In Attendance Lesley Wright – Clerk to Council

HR 23/11/024 **Apologies for absence** - none

HR 23/11/025 **To receive any declarations of interest**, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 – none

HR 23/11/026 **Approval of Minutes of previous meeting**
26.1 HR Committee 8 August 2023
 Agreed unanimously.
26.2 Matters Arising – Cycle to work adopted by Full Council

HR 23/11/027 **Chair persons' Notices** – Cllr M Stott discussed the use of Councillor versus Personal email addresses

HR 23/11/028 **Review of Staff Hand book to date** – changes in red where agreed and to add glasses policy

HR 23/11/029 **29.1 Review of Updated Policies**
29.1.1 Grievance Procedure. – Cllr M Brock to re review with the information Cllr K Roberts to send
29.1.2 Sickness – Reviewed to agreed to change to a rolling 24 month period

29.2 Outstanding Policies to be reviewed-
Recruitment Policy – noted
Bullying & Safeguarding – noted
Equality and Diversity – to be reviewed
Lone Worker- addiction phone security to be added
Vexatious & Abusive Policy – Cllr Roberts to review
Contract of Employment – updated recently

HR 23/11/030 **To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential item.**

Agreed unanimously

- HR23/11/031 Clerks Staff Update Report – to be tabled**
The workload and staffing levels were discussed. Clerk to check figures and send to HR. The budget for 24/25 agreed and sent to the budget working group
- HR 23/11/032 Items for Discussion at next meeting**
Staff handbook and outstanding policies
- HR 23/11/033 Items for communication**
- HR 23/11/034 Date of next meeting –28 February 2023**

Meeting Closed 8.50

Signed
Chair of HR Committee

Date

Draft Minutes of meeting: GOVERNANCE & FINANCE COMMITTEE
Date and Time: Wednesday 13 December 2023 1900hrs
Venue: The Old Courthouse

Present: Cllrs R Blaney (Chair), Adams, Barron, Brock, Brooker, Rainbow,
In attendance: Clerk – L Wright, Cllr J Bostock, 1 member of public

Agenda

- GF23/12/33 Apologies for absence accepted from**
Cllrs P Harris, L Harris & C Marshall
- GF23/12/34 Questions from members of the public.**- concern was expressed over the flooding in Kirklington, Cllr Rainbow advised that both Kirklington PC and Cllr Laughton were investigating this
- GF23/12/35 To receive any declarations of interest.**
Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2002. – None
- GF23/12/36 Chairperson's Announcements – None**
- GF23/12/37 To approve minutes of previous meeting.**
37.1 Governance & Finance Wednesday 11 October 2023
with the amendment of Cllr Barron apologises added
Agreed Unanimously
37.2 Matters Arising – none
- GF23/12/38 Finance matters**
38.1 Finance Position to end October, reserves to end October – **noted**
38.2 Bills for Payment – **noted and agreed**
38.3 Late Bills for Payment -**noted and agreed**
- GF23/12/39 Review recommendations from The Budget Working Group and recommendations on the 24/25 Budget, to be considered at Full Council on January 24 –**
The proposals were split for a vote
Proposal 1- agreed by majority 1 abstain
Proposal 2- agreed by majority 1 abstain
Proposal 3- agreed unanimously
Recommendation to Full Council to accept the Proposed Budget
- GF23/12/40 Review of the Scheme of Delegation –**
Agreed unanimously.
Recommendation to Full Council with agreed changes including the re formatting as requested
- GF23/12/41 Request from Full Council to allocate the cost centre for payment of the Ecology Survey –**
To allocate from the Open Spaces reserve 321.
Agree Unanimously

GF23/12/42 Date of next meeting – 14 February 2024

GF23/12/43 Items for Discussion at next meeting -to be sent to the Clerk before 6th February.

Meeting Closed 20.15

Signed

Chair of Governance & Finance

Date