

**Minutes of the Parish Council Meeting held on Monday 1st December 2025
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Liz Anderson (Chair), Cllr Julian Brown, Cllr Amanda Mellor, Cllr Colin Starke, Cllr Linda Taylor, Cllr Charles Wardle, Cllr Richard Whincup

IN ATTENDANCE: Cllr Helen Greensmith (GBC, part), Cllr Jody Stoll (NCC, part), 1 resident (part), Chair of Woodborough in Bloom (part), Averil Marczak (Clerk)

5422. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Andrew Gough, Cllr Phil Hallam, Cllr John Newsome, Cllr Richard Pannell,

5423. DECLARATIONS OF INTEREST

No additional interests were declared.

5424. OPEN SESSION FOR MEMBERS OF THE PUBLIC

The meeting was suspended between 6.50pm and 6.55pm. A resident thanked WPC for their endeavours on flood defences, organising the public meeting regarding the Local Plan, the village website and the maintenance of the Smalls Croft green. He highlighted the need for some maintenance of the trees in the Smalls Croft green spaces.

5425. MINUTES OF THE PARISH COUNCIL

The minutes of the meeting held on 3rd November 2025 were approved.

5426. MATTERS ARISING

Progress had yet to be made with the replacement of the dishwasher and removal of the players' scenery.

5427. CHAIR'S REPORT

The Chair gave an update on the recruitment process for a new Clerk. The EA had provided details of their proposed planting in the north east part of the churchyard following their removal of trees in the summer. The Chair noted the Cricket Club had publicised their difficulty in finding a storage site for their unused loam. Cllr Taylor clarified that the loam had been purchased for application in the autumn but the cricket team had not carried out the works in the appropriate time window. Cllr Taylor understood that a farmer had offered to store the loam over the winter.

5428. DISTRICT REPORT

Cllr Greensmith reported on the Pride of Gedling Awards, noting success for the chair of Woodborough FLAG and a runner up position for the chair of Woodborough in Bloom. Gedling Borough Council had supported option 1e for the Local Government Reorganisation. Cllr Greensmith was asked to arrange crown lifting and general pruning of the trees at Smalls Croft.

5429. COUNTY REPORT

Cllr Stoll reported that NCC had backed option 1b for the Local Government Reorganisation. The Chair shared details of problem pavements identified as requiring clearing or repairs in WPC's list of village housekeeping tasks.

5430. FLOODING MATTERS

Cllr Starke presented a revised proposal to help protect 3 bungalows on Pinfold Crescent in future flood events. The northeast corner would be reprofiled to slope towards the Sycke Dyke, diverting flood water from the properties. The proposal would not require pitches to be moved and could be mowed with the rest of the field. WPC would need to apply to NCC for a licence for the works and would need to instruct a contractor; both charges would be reimbursed by NCC. It was agreed to apply for a licence and in principle to go ahead with the work in the spring as reseeding would be required. FLAG would communicate with the Pinfold Crescent residents.

5431. POLICIES

The following employment governance policies were considered: Anti-Harassment and Bullying Policy (approved with minor amendment); Performance Improvement Policy (further consideration required); Sickness Absence Policy (approved); Whistleblowing Policy (approved); Social Media Policy (withdrawn).

It was agreed to amend the CCTV policy to specify the period for access records to be retained.

5432. GROUNDSMAN SPECIFICATION

The specification was approved and it was agreed that it should be sent to a number of contractors for quotes to be returned by January 2nd 2025.

5433. VILLAGE HOUSEKEEPING

The Chair noted that Cllr Stoll had agreed to raise a number of issues for action by NCC/Via. It was noted that a series of tasks previously completed as part of "Best Kept Village" preparations were no longer being done and it was agreed to consider in the new year how these could be done by either volunteers or contractors. Cllr Starke planned to discuss the potential recoating of the Governors' Field gates and railings by the supplier of the gates.

5434. TREE WORKS UPDATE

There was no update.

5435. GOVERNORS' FIELD

The Christmas lights switch on event had been very successful and the Chair expressed the village's gratitude for all of the hard work done by the WCA.

HAGS had successfully completed the agreed programme of repairs to the zipwire, trampolines and roundabout surfacing.

5436. PLAYING FIELD

Cllr Taylor was keen to revive momentum on the proposal to upgrade the pavilion interior.

It was agreed that a key safe system should be introduced to mirror the process at the Village Hall. Cllr Wardle agreed to organise a replacement lock and to install a key safe.

5437. DEFIBRILLATORS

Cllr Taylor gave an update on The Nags Head's unit. The landlord had secured a free unit from British Heart Foundation.

5438. VILLAGE HALL AND PAVILION HEALTH & SAFETY

The following progress had been made to address the legionella risk assessment: installation of unvented cylinder in pavilion. Cllr Whincup suggested a means of managing an app based timer for the pavilion water heater without wifi and agreed to discuss with the Caretaker.

The Caretaker had secured a quote for new fire doors in the Village Hall. It was agreed to investigate a compliant fire rated hatch to enable food to continue to be served from the kitchen to the hall. It was agreed that the details of the quote should be scrutinised by Cllrs Wardle, Starke and Taylor for final recommendation to WPC.

5439. VILLAGE HALL

Progress had been made in drafting the general terms and conditions for the Village Hall and bespoke licence agreements for regular users. It was agreed that Cllr Taylor and the Clerk should present the final recommendations at the January meeting. Cllr Anderson agreed to draft a WPC safeguarding policy which would be cross referenced in the licence agreements.

The re-piping works to improve the performance of the heating had been scheduled for February half term.

5440. PLANNING

The following application was considered:

PC1274/GBC2025/0535 for the erection of 2 self build single story dwellings at 155 Lowdham Lane. It was agreed to object to development in the green belt.

It was noted that the Clerk had responded to the following applications between meetings, making no objection:

PC1271/GBC2025/0721 first floor side extension and loft conversion at 18 Whites Croft

PC1272/GBC2025/0788TPO for treeworks at St Swithuns (applicant WPC)

PC1273/GBC2025/0789TPO for treeworks at Playing Field (applicant WPC)

5441. 2026/27 BUDGET PROCESS

The Clerk requested any proposed expenditure items for the 2025/26 budget by the end of December, in readiness for the preparation of the budget in January.

5442. FINANCE

The Clerk presented the financial statement for December. 25 payments, totalling 8762.53 net, were approved for payment. Gross payments over £500: £565.98 Miller Freeman (unvented cylinder in pavilion), £537.26 LGPS (staff pensions), £1365.00 Overbrook (contract cleaning), £1924.00 RAC Electrical (install Christmas lights), £800 Prudential (AVCs). A further 7 payments by direct debit totalled £524.42 net.

The mandate to add Cllr Brown to View/Submit for WPC's Unity Trust account was signed by Cllrs Wardle and Anderson.

5443. CORRESPONDENCE AND EXCHANGE OF INFORMATION

The Clerk had circulated details of Notts ALC's training courses and several places had been booked. The following items were noted: details of Local Nature Recovery Strategy for Nottinghamshire and Nottingham; GBC, various agendas and press releases.

5444. ITEMS FOR THE NEXT AGENDA

Budget, pavilion, village housekeeping, Village Hall licence agreements.

5445. DATE OF THE NEXT MEETING

The date of the next ordinary meeting was confirmed as 5th January 2026 at 6.45pm.

The meeting finished at 9.18pm.