

**Minutes of the Parish Council Meeting held on Monday 3rd November 2025
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Linda Taylor (chair), Cllr Amanda Mellor, Cllr John Newsome, Cllr Richard Pannell, Cllr Colin Starke, Cllr Charles Wardle

IN ATTENDANCE: Chair of WCA (part), Chair of Woodborough in Bloom (part), Averil Marczak (Clerk)

5397. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Liz Anderson, Cllr Julian Brown, Cllr Andrew Gough, Cllr Phil Hallam, Cllr Richard Whincup, Cllr Helen Greensmith (GBC), Cllr Jody Stoll (NCC).

5398. DECLARATIONS OF INTEREST

Cllrs Mellor and Starke declared a non-pecuniary interest in the item regarding flooding matters.

5399. OPEN SESSION FOR MEMBERS OF THE PUBLIC

The meeting was suspended between 6.50pm and 7pm. The Chair of the WCA shared the plans for the Christmas tree lighting ceremony. Cllr Taylor thanked the WCA for their hard work in delivering a superb firework display. The Chair of Woodborough in Bloom reported on a successful season. She thanked WPC for its support and thanked several members for personally supporting the bowser rota. She asked WPC to continue to support Woodborough in Bloom and to consider how the bowser rota might be managed in 2026, having been sustained in 2025 by the participation of the EA's contractors Jacksons while they worked in the village.

5400. MINUTES OF THE PARISH COUNCIL

The minutes of the meeting held on 6th October 2025 were approved.

5401. MATTERS ARISING

The Clerk had sent WPC's bench policy to the resident offering a new memorial bench for the Playing Field.

5402. DISTRICT REPORT

Cllr Greensmith had sent a brief report. It was agreed to request a swift return of the road sweeper as the fallen leaves presented a flood risk.

5403. COUNTY REPORT

Cllr Stoll had sent a brief report.

5404. PENSION SCHEME

It was agreed that the Local Government Pension Scheme (LGPS) should be included in the job advert for a new Clerk.

5405. FLOODING MATTERS

Cllrs Mellor and Starke, representing Woodborough Flood Action Group (WFLAG) presented a proposal to create a ditch and bund on the northern boundary of the playing field to help protect 3 bungalows on Pinfold Crescent in future flood events. The proposal would not require pitches to be moved or reduced in size. The construction would be funded by NCC but ongoing maintenance would be the responsibility of WPC. The proposal was discussed at length.

After much debate, it was resolved to support the construction of a scheme on the northern boundary, outside the pitch boundaries, to help protect Pinfold Crescent homes. However full details would be considered and agreed at a future meeting. Outstanding items included: neighbours' feedback; a written proposal from NCC; consideration of alternative schemes for the northern boundary; consideration of surfacing (grass or coir); consideration of best timing for construction to avoid damage to playing field and to establish grass; determination of maintenance requirements.

5406. HR POLICIES

After a debate it was agreed to defer a decision to adopt the policies to allow further scrutiny and suggested edits.

5407. FACEBOOK AND SOCIAL MEDIA POLICY

After a debate of the pros and cons of having a WPC Facebook page it was agreed to defer the item until May 2026 when responsibilities for the year ahead were assigned. It was agreed to defer a decision to adopt the Social Media policy.

5408. AGAR ASSERTION 10

The Clerk outlined new requirements relating to digital and data compliance which would form part of the 2025/26 Annual Governance Statement. It was noted that an IT policy was required to protect data on personal devices.

5409. GROUNDSMAN CONTRACT

The current contract came to an end in March 2026 and it was agreed to seek quotes. It was agreed that contractors should be given the opportunity to quote for 1, 2 or 3 years and if a longer contract was awarded then an annual increase in charges in line with inflation would be honoured. The Clerk invited comments on the existing specification.

5410. VILLAGE HOUSEKEEPING

It was agreed to defer this item to a later meeting when Cllrs Greensmith and Stoll were in attendance.

5411. TREE WORKS UPDATE

WRS had applied for planning permission for works. The Church Warden had confirmed that diocesan approval was in place. The Clerk had informed the trustees of the Governors' Field.

5412. GOVERNORS' FIELD

A date for repairs by HAGS was still awaited.

The Christmas lights switch on event was planned for 29th November. Cllr Starke would liaise with the contractor to ensure the lights were in place in good time.

5413. PLAYING FIELD

The Cricket Club had agreed to remove the loam from the pavilion and it was agreed to check this had been done. It was noted that the contract with Nottingham Pest Control had come to an end and it was agreed to ask DH Pest to put down rodent boxes round the pavilion and storage shed. A quote of £2,750 to extend the concrete path to the pavilion had been received. It was agreed to consider this as part of the budget process for 2026/27.

5414. DEFIBRILLATORS

Cllr Taylor gave an update on The Nags Head's unit. The landlord was researching the availability of a free unit from British Heart Foundation.

5415. VILLAGE HALL AND PAVILION HEALTH & SAFETY

The following progress had been made to address the legionella risk assessment: Village Hall works - galvanised tank bypass, removal of cold water storage cistern CWS02 and hot water storage heater CYL01 and upgrade to 200 litre unvented hot water cylinder, removal of dead leg in store room.

5416. VILLAGE HALL

A draft licence agreement had been received from Gedling Legal and it was agreed that Cllr Taylor and the Clerk should review in detail and present back at the December meeting.

New larger radiators had been installed but their performance was hindered by the existing pump and elderly pipework. Miller Freeman recommended new radiator pipework drops, conversion of the system to a sealed pressurised setup, and the associated pump upgrade at a cost of £6948.54 + VAT. It was agreed to progress this work as soon as possible but to seek a discount. It was noted that following removal of the old radiators re-decoration was needed, and it was agreed to progress after the re-piping works.

The replacement dishwasher had been discussed at the Village Hall Working Party. It was agreed that a like for like machine should be purchased at a cost of up to £2,500. The Dextra lights for the stage had been installed; Dextra needed to attend to rectify a problem.

It was agreed that the Players should be asked to remove their old scenery by the end of November.

5417. PLANNING

The following applications were considered and there was no objection to:

PC1263/GBC2025/0724TPO treeworks at 28 Park Avenue

PC1264/GBC2025/0721 first floor side extension and loft conversion at 18 Whites Croft

PC1265/GBC2025/0788TPO for treeworks at St Swithuns (applicant WPC)

PC1266/GBC2025/0789TPO for treeworks at Playing Field (applicant WPC)

PC1267/GBC2025/0790TPO for treeworks at Cemetery (applicant WPC)

PC1268/GBC2025/0791TPO for treeworks at Governors' Field (applicant WPC)

PC1269/GBC2025/0792TPO for treeworks at allotments (applicant WPC)

PC1270/GBC2025/0770 for works at 4 Bank Hill, retrospective

5418. FINANCE

The Clerk presented the financial statement for November. 19 payments, totalling £14,290.68 net, were approved for payment. Gross payments over £500: £7808.03 Miller Freeman (replacement radiators), £537.26 LGPS (staff pensions), £987.00 Overbrook (contract cleaning), £3224.48 Miller Freeman (works at Village Hall to address legionella risks), £800 Prudential (AVCs). Gross payments over £500 by direct debit: £4268.02 PWLB (biannual repayment of loan).

Nationwide had requested further information in order to keep WPC's account open and the Clerk explained the requirements.

It was agreed in principle to change accounts software from April 1st 2026, moving to Scribe unless the new Clerk had expertise with an alternative provider. It was noted that the cost of Scribe was significantly higher than Rialtas but this would be partially offset by time saved.

5419. CORRESPONDENCE AND EXCHANGE OF INFORMATION

Copy correspondence regarding traffic calming between a resident and a Via officer was noted and it was agreed to discuss with Cllr Stoll at the next meeting. The following items were noted: Notts ALC newsletter; GBC, various agendas and press releases.

5420. ITEMS FOR THE NEXT AGENDA

Pavilion, village housekeeping, Village Hall licence agreements.

5421. DATE OF THE NEXT MEETING

The date of the next ordinary meeting was confirmed as 1st December 2025 at 6.45pm.

The meeting finished at 10.05pm.