

**Minutes of the Parish Council Meeting held on Monday 6th October 2025
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Liz Anderson (Chair), Cllr Julian Brown, Cllr Andrew Gough, Cllr Phil Hallam, Cllr John Newsome, Cllr Richard Pannell, Cllr Linda Taylor, Cllr Richard Whincup

IN ATTENDANCE: representative from Woodborough Celtic FC (part), Cllr Helen Greensmith (GBC, part), Cllr Jody Stoll (NCC, part), Averil Marczak (Clerk)

5370. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Amanda Mellor, Cllr Colin Starke and Cllr Charles Wardle.

5371. DECLARATIONS OF INTEREST

No additional interests were declared.

5372. OPEN SESSION FOR MEMBERS OF THE PUBLIC

The meeting was suspended between 6.50pm and 7pm. In response to a request from Woodborough Cricket Club to expand the cricket square, a representative from Woodborough Celtic FC presented several photographs showing the football pitches in use. He explained that all possible ways to move or reorientate the pitches had been reviewed, but they had concluded that it was not possible to create space for a larger cricket square without reducing the number of pitches.

5373. CRICKET AND FOOTBALL PITCHES ON PLAYING FIELD

Cllr Taylor confirmed that she had held several meetings with the Cricket and Football Clubs and she was satisfied that there was no capacity to increase the size of the cricket square nor to move it without reducing the number of pitches for football (hence reducing the number of children who could take part). It was agreed that the square should stay in its current location, documented by drone photography and should be marked permanently. It was agreed that the Clerk should write a letter to the Cricket Club confirming this and asking them to ensure that their roller was stored or covered at all times and requiring them to remove the bags of loam that they had stored inside the pavilion. The Chair concluded by saying that she did not envisage revisiting this debate.

5374. MINUTES OF THE PARISH COUNCIL

The minutes of the meeting held on 1st September 2025 were approved.

5375. MATTERS ARISING

The Players had been reminded regarding the removal of the scenery.

5376. CHAIR'S REPORT

The Chair had attended a meeting with the Environment Agency and the Church Warden to discuss remedial works in the churchyard to address incidental damage caused by the replacement of debris screens. The EA had agreed to plant rhododendrons in the corner by the old Coop site and to plant a hawthorn hedge along the ditch (with a temporary fence while the hedge established itself). The EA would maintain the plants for the first 5 years.

5377. DISTRICT REPORT

Cllr Greensmith reported that 2018 responses to the consultation on the Local Development Plan had been received, of which 8% came from Woodborough. Cllr Greensmith asked residents to contact her if their brown garden bins were not emptied.

5378. COUNTY REPORT

Cllr Stoll reported that NCC had voted to support option 1b for Local Government Reorganisation (combining Gedling and Broxtowe with the City to form a new unitary authority). The latest round of the Local Communities Fund would open for applications on 13th October. Cllr Stoll had put forward Main Street and the bottom of Bank Hill for proposed resurfacing in the capital programme for roads. Concerns were raised over the areas omitted which still required urgent repair.

5379. PLAYING FIELD

The path to the tennis court side gate had been constructed. It was agreed that the Tennis Club's donation towards this should be collected by adding it to the annual fee specified in the licence agreement, to be paid in 7 equal parts from 2026 until 2032. It was agreed to enquire about the cost of extending the path to the pavilion.

It was agreed that a request for a memorial bench could be accommodated.

It was agreed that the offer from Dr Josh Wells (NCC) to fund a ditch and bund on the northern boundary of the playing field should be further evaluated. It was agreed that a written plan should be assessed with the sports clubs and should be consulted upon with the neighbouring residents whose gardens abutted the northern boundary.

It was noted that Woodborough Celtic had secured a grant for vertidrainage.

The replacement gate for the top of Church Walk had been delivered and would shortly be installed.

5380. VILLAGE HOUSEKEEPING

Members raised a number of outstanding maintenance issues in the village which had historically been dealt with by volunteers. It was agreed that the Clerk would collate a table of these issues for further discussion at the next meeting.

5381. STAFFING ITEM

The Clerk confirmed her intention to leave the Clerk's role at the end of March 2026. She offered to remain as RFO until the year end process was completed. A job description and job advert was agreed. It was agreed to advertise the role via NALC and Indeed. It was agreed that Cllrs Anderson, Taylor and Whincup should conduct interviews.

5382. HR POLICIES

The Chair proposed the adoption of the second tranche of HR policies (Grievance Policy, Home Working Policy, Lone Working Policy, Maternity Leave and Pay Policy, Paternity Leave and Pay Policy) as recommended by the HR Committee. The policies were approved and adopted.

5383. FACEBOOK AND SOCIAL MEDIA POLICY

It was agreed to defer this item until November's meeting.

5384. TREE WORKS

Two quotes had been received and it was agreed to accept the quote from WRS for £3645 + VAT. It was agreed that WPC's planning application should be limited to the works required or recommended in the tree surveys. It was noted that the Church Wardens had requested further works in the churchyard and it was agreed to notify them of the chosen contractor and the timescale for works so that they could conveniently schedule the additional works with separate planning permission and at their cost, should they choose to do so. It was noted that the works at the allotments would require the cooperation of some of the tenants and the Clerk agreed to notify them of the dates in due course.

5385. MEETING DATES 2026

The following dates were agreed: Monday January 5th, Monday February 2nd, Monday March 2nd, Tuesday April 7th, Tuesday May 5th (Annual Parish Council meeting), Monday June 1st, Monday July 6th, August - no meeting, Monday September 7th, Monday October 5th, Monday November 2nd, Monday December 7th.

5386. CCTV

The faulty hard drive had been replaced under warranty. The CCTV policy was reviewed and approved with minor amendments.

5387. GOVERNORS' FIELD

Orders had been placed for the repairs by HAGS. HAGS were awaiting the arrival of spare parts and would confirm a date in due course.

Cllr Whincup reported that the edge of the newly refreshed mulch on the tunnel mound was peeling back in one place and it was agreed to raise this with HAGS.

5388. DEFIBRILLATORS

Cllr Taylor had requested a quote for a new defibrillator for the The Nags Head's unit.

5389. VILLAGE HALL AND PAVILION HEALTH & SAFETY

The following quotes were agreed to address issues identified in the legionella risk assessment: Arnold Electrical £130 + VAT to install a timer to pavilion water heater; Miller Freeman £3158.72 + VAT for 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) and pavilion works (flow through valve on pavilion cylinder expansion vessel).

The Caretaker had addressed many of the issues raised in the fire risk assessment (extra signage, smoke detector, fire extinguishers, fire blanket) and was in touch with several companies to obtain quotes for new fire doors. It was hoped that quotes would be available at November's meeting.

5390. VILLAGE HALL

The Dextra lights for the stage had been delivered and would be installed during half term. It was noted that a forthcoming dramatic production would make use of the lights owned by the Woodborough Players and this would provide an opportunity to review stage lighting. Installation of the replacement radiators was also scheduled for half term.

It was noted the dishwasher was performing poorly and it was agreed to look at a replacement.

It was noted that the Caretaker's phone no longer held its charge and it was agreed to replace it.

5391. CEMETERY

The Clerk reported that a handful of unsafe memorials which had been laid down by a BRAMM registered mason had been lifted back into a vertical position by persons unknown. The memorials had been laid down once again, and the Clerk had attached laminates to the memorials to explain that they should not be moved.

Cllr Wardle had confirmed his plans to mend the vandalised gate between the new extension and the track to the southern side.

5392. REMEMBRANCE SUNDAY

It was agreed that Cllr Wardle would place the wreath on behalf of WPC. It was agreed that lamp post poppies should be deployed from 1st November.

5393. FINANCE

The Clerk presented the financial statement for October. 29 payments, totalling £14,524.17 net, were approved for payment. Gross payments over £500: £3588 G Daykin Flooring (sand and re-seal hall floor), £503.23 Dextra Lighting (stage light fittings), £620 Real Christmas Trees, £1008 Via (tree surveys), £1092 Overbrook (contract cleaning), £4140 C Wright (new path to tennis courts), £621.17 LGPS (staff pensions), £800 Prudential (AVCs). Further charges payable by direct debit: £448.96 net, £476.15 gross.

It was agreed that £75,100.01 should be withdrawn from the Nationwide Building Society and invested in the Unity Trust deposit account.

It was agreed that Cllr Brown should be set up as a "submit" authority for Unity Trust to act in an emergency only.

The Clerk presented a report on Q1 and Q2.

5394. CORRESPONDENCE AND EXCHANGE OF INFORMATION

A request from a pizza vendor to use the Village Hall car park was noted. It was agreed to grant the request subject to all litter being removed, specifying that dates should be agreed on a month by month basis to ensure that they did not clash with a booking that required the full car park. GBC had forwarded a request for further information on WPC's suggested "Local Green Spaces" and the Clerk would respond for the playing field and Smalls Croft green.

5395. ITEMS FOR THE NEXT AGENDA

Social media, village housekeeping, groundsman contract, pavilion, pest control, Village Hall licence agreements.

5396. DATE OF THE NEXT MEETING

The date of the next ordinary meeting was confirmed as 3rd November 2025 at 6.45pm.

The meeting finished at 9.44pm.