

**Minutes of the Parish Council Meeting held on Monday 5th January 2026
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Liz Anderson (Chairman), Cllr Phil Hallam, Cllr Amanda Mellor, Cllr John Newsome, Cllr Richard Pannell, Cllr Colin Starke, Cllr Charles Wardle, Cllr Richard Whincup

IN ATTENDANCE: 2 representatives from Nottinghamshire Police (part), Averil Marczak (Clerk)

2026/1 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Andrew Gough, Cllr Linda Taylor, Cllr Jody Stoll (NCC) and Cllr Helen Greensmith (GBC).

2026/2 DECLARATIONS OF INTEREST

No additional interests declared.

2026/3 PCSO INTRODUCTIONS

The Chair suspended the meeting between 6.47 and 7.00pm and PCSO Isabella Gabrielli introduced herself and her colleague. She briefed WPC on the Beat Surgery planned for 22nd January and invited comments on issues of concern.

2026/4 MINUTES OF THE PARISH COUNCIL

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

2026/5 MATTERS ARISING

Items yet to be progressed: replacement dishwasher, removal of Players' scenery. GBC's tree officer had inspected the Smalls Croft trees and found no immediate action was necessary. Cllr Wardle had researched options for the keysafe and lock at the pavilion and it was agreed to change to another standard lock rather than a code card lock.

2026/6 COUNTY REPORT

Cllr Stoll had sent a brief report. It was noted that VIA had carried out a traffic survey and it was agreed to request a briefing on this at February's meeting. It was noted that introduction of a mandatory 20mph limit had been discussed informally and it was agreed that the Clerk should contact Cllr Stoll to request that WPC should be at the centre of any ongoing or future discussions regarding the change of speed limit.

2026/7 RECRUITMENT

Following a successful recruitment process, the interview panel comprising Cllrs Anderson, Taylor and Whincup were pleased to recommend that Sara O'Connor be offered the role of WPC Clerk and RFO. It was resolved to accept the recommendation and offer the role to Sara O'Connor *CONFIDENTIAL STAFFING ITEM*.

2026/8 ALLOTMENT RENT 2027/28

It was agreed to keep the rent at £36 in 2027/8.

2026/9 2026/27 BUDGET PROCESS

GBC's budget process was noted. It was agreed to request a provisional precept of £89,875 (+3.8%) with the final precept to be confirmed after detailed consideration of WPC's budget at February's meeting. Members were reminded to forward details of capital projects to the Clerk for consideration at February's meeting. Projects for consideration included improvements in the pavilion, consultation on Sam Middup Field.

2026/10 VILLAGE HALL HEALTH & SAFETY

Cllr Starke presented a recommendation for works to replace or upgrade fire doors and the exit door from the bar. The following works were approved at a total cost of £6726.95 + VAT: new main hall double doors, new committee room door, new electric cupboard door and frame, modifications to kitchen entrance door, repairs to Preschool toilet door, bar operated exit door (in black) from bar area to car park. The contractor had provided prices to replace the existing kitchen hatches with fire rated doors. It was agreed (i) to obtain further details, in particular to establish whether they could be operated from both sides; (ii) to enquire whether a fire rated metal shutter which did not close automatically was an alternative viable "managed solution". It was agreed that works should be scheduled as soon as possible.

2026/11 VILLAGE HALL

Cllr Wardle reported that he was following up reported issues with the oven which had intermittently tripped the circuit.

Following annual servicing it was noted that 3 emergency lights required replacement and the quote of £259.50 was approved.

There was no progress on the licence agreements and the Clerk would chase.

2026/12 FLOODING MATTERS UPDATE

Cllr Mellor reported that there had been a near miss before Christmas. Members of Woodborough FLAG planned to meet Michael Payne MP at Westminster to lobby again for a capital scheme. An application for land drainage consent to enable the reprofiling work on the Playing Field to go ahead would be completed in January.

2026/13 GROUNDSMAN QUOTES

3 quotes were considered at length and it was agreed to award works as itemised in the specification as follows:

2026 – 2029 Gardenscape: works at Cemetery excluding hedges; works at Governors' Field excluding hedges; works at Village Hall excluding hedges; works at Doverbeck, Smalls Croft and Sam Middup Field.

2026 Ulyetts: all works at churchyard; all works in playing field. Weekly pitch cuts were agreed at a cost of £48 per cut.

2026 WRS: hedges at cemetery, Governors' Field, Village Hall.

2026/14 VILLAGE HOUSEKEEPING

It was agreed to defer to February's meeting.

2026/15 TREETOWORKS

The Clerk reported that planning permission for works at St Swithun's had been received and works there were scheduled for 9th January. Permission for other sites had yet to be received.

2026/16 SAM MIDDUP FIELD

The Chair reported from the Sam Middup Field working party meeting held in December. Different options would now be worked up by sub groups of volunteers on the working party, to form the basis of a consultation with the wider village.

2026/17 PLAYING FIELD

The Clerk reported that the Cricket Club had now removed the loam bags from the storage shed. It was noted that a CCTV camera on the pavilion had been smashed and required replacement.

2026/18 PLANNING

There was no objection to 2025/0898 for reconfiguration to garage creating annexed living space, additional staircase to bedroom above and entrance at 3 Sunningdale Close. The Clerk had responded to the following applications between meetings under delegated powers, making no objection:

2025/0851TCA for treeworks at 103 Main Street

2025/0864TCA to fell apple tree at 27 Park Avenue

2025/0873TCA for removal of branch from hornbeam, Street Record Park Avenue

2026/19 PROPOSAL TO MOVE TO SCRIBE ACCOUNTS

Following November's agreement in principle, it was resolved to serve the required 6 months' notice to Rialtas and to sign up to Scribe Accounts. It was agreed to make a budget of £350 available for the set up.

2026/20 FINANCE

The Clerk presented the financial statement for January. 21 payments, totalling £10,366.51 net, were approved for payment. Gross payments over £500: £1264.80 HAGS (new zipwire cable); £4384.54 HAGS (repairs zipwire trim and trampolines); £705 HAGS (repair surface around roundabout); £537.26 LGPS (staff pensions), £800 Prudential (AVCs); £1071.00 Overbrook (contract cleaning). A further 10 payments were made by direct debit totalling £1037.41 net.

2026/21 CORRESPONDENCE AND EXCHANGE OF INFORMATION

The following items were noted: an email regarding traffic and speed; details of the extension of the Lengthsman scheme; NALC training update (agreed that the Clerk and Cllrs Anderson and Mellor should attend training on prevention of sexual harassment at work); details of Mayor's Big Transport Conversation; email from Woodborough Green Garden Centre; GBC, various agendas and press releases.

2026/22 ITEMS FOR THE NEXT AGENDA

It was agreed to include village housekeeping, clearance of land adjacent to playing field dyke, members' responsibilities.

2026/23 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as 2nd February 2026 at 6.45pm.

The meeting finished at 9.30pm.