**Colston Bassett Parish Council**

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**DRAFT** Minutes of the **Annual Parish Council** **Meeting** held on **Monday 12th May 2025** which started at **19:15** at the **Colston Bassett Village Hall.**

**Members Present:**

Cllr Andrew Fletcher (Chair) Cllr Nick Stanford (Vice Chair) Cllr Clare Garratt Cllr Jonathan Good

Cllr Elaine Burgin

**Members Absent:** None

**In Attendance:** Jane Clark (Clerk) Jane Mayglothling (Internal Auditor)

**Also Present:**

**Apologies:** Cllr Martin Davies Cllr John Jennings Cllr Neil Clarke Cllr Combellack

PC Matt Pooley (Beat Officer)

**Absent:** None

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| **Agenda/****Minute No.** | **Agenda Item Title** | **Resolution** | **Action** |
|  | Chairs welcome |  |  |
| APCM25/1 | To note those present, in attendance, apologies for absence and absentees | Noted and recorded. |  |
| APCM25/2 | To receive any declarations of interest in items scheduled for discussion, in accordance with the requirements of the Localism Act 2011. | None received. |  |
| APCM25/3 | To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded. | None received. |  |
| APCM25/4 | To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items. | None. |  |
| APCM25/5 | **Election of Officers for 2025-26**1. CBPC Chair
2. CBPC Vice-Chair
3. Portfolio Leads
	* 1. Finance
		2. Planning
		3. Environment and Amenities
		4. Flooding
		5. Neighbourhood Plan
4. Appointment of (two) Councillors to represent CBPC on the Village Hall Management Committee
5. Appoint Councillor to be on the Finance Committee
6. Appointment of Internal Auditor
 | Election of Officers for 2025-26a) CBPC Chair: Cllr Burgin proposed Cllr Fletcher. Cllr Garratt seconded. **Cllr Fletcher voted in as Chair**b) CBPC Vice-Chair: Cllr Fletcher proposed Cllr Stanford. Cllr Burgin seconded. **Cllr Stanford voted in as Vice-Chair**c) Portfolio Leadsi. Finance: Cllr Garratt proposed Cllr Burgin. Cllr Stanford seconded. **Cllr Burgin voted in as Finance Lead**ii. Planning: Cllr Fletcher proposed Cllr Stanford. Cllr Garratt seconded. **Cllr Stanford voted in as Planning Lead**iii. Environment and Amenities: Cllr Stanford proposed that this portfolio should be expanded to include Flooding due to the ongoing work with the Flood Wardens/Mr Jim McGuirk. Cllr Stanford proposed Cllr Jennings. Cllr Garratt seconded. **Cllr Jennings voted in as Environment, Amenities and Flooding Lead in absentia**iv. Flooding: **See APCM25/5 c iii**v. Neighbourhood Plan: Cllr Burgin proposed Cllr Davies. Cllr Garratt seconded. **Cllr Davies voted in as Neighbourhood Planning Lead in absentia**d) Appointment of (two) Councillors to represent CBPC on the Village Hall Management Committee: Cllr Fletcher proposed Cllrs Jennings and Davies. Cllr Burgin seconded. **Cllrs Jennings and Davies voted in as CBPC representatives on the Village Hall Management Committee in absentia**e) Appoint Councillor to be on the Finance Committee: Cllr Burgin proposed Cllr Garratt. Cllr Stanford seconded. **Cllr Garratt voted in as Finance Committee member**f) Appointment of Internal Auditor: Cllr Burgin proposed Jane Mayglothling. Cllr Stanford seconded. **Jane Mayglothling voted in as Internal Auditor and accepted the position**g) The Chair reminded Council that the establishment of an HR Committee as advised by NALC, primarily to manage the Clerk workload, was **approved** at the Full Council Meeting on 10th March 2025. Two Committee Cllr members are required. Cllr Fletcher proposed Cllr Garratt as Chair of the HR Committee. Cllr Stanford seconded. **Cllr Garratt was voted in as Chair of the HR Committee**. Cllr Fletcher proposed Cllr Davies as member of the HR Committee. Cllr Stanford seconded. **Cllr Davies was voted in as second member of the HR Committee in absentia** | **Clerk** to draft a Terms of Reference for the HR Committee. **Cllrs Garratt/Davies** will review before bringing to Full Council for approval. |
| APCM25/6 | To **receive and approve** the Minutes of the Annual Parish Meeting and Full Council Meeting, Monday 10th March 2025. | Minutes of the Annual Parish Meeting and Full Council Meeting **approved** by Council following a correction to the spelling of ‘Sergeant’ and signed by the Chair. |  |
| APCM25/7 | Receive updates on Council Meeting actions not arising elsewhere on the agenda:(None at the time of agenda publication). |  |  |
| APCM25/8 | Finance: T**o receive, note and approve** the following itemsa) **To approve** payments: 1. Cllr Burgin expenses (reimbursement for Full Council approved bench purchase) - £595.20
2. Payment of £1000 to the Village Hall to support insurance and operational costs as approved by Full Council as part of the Precept 2025 -26 submission.
3. Zurich parish council public liability and defibrillator insurance (awaiting quote) – up to £500

b) **To note:** Year end accounts for 2024-25 and provision of future quarterly accounts.c) **To note:** Annual Governance and Accounting Return (AGAR) 2024-25 due by 30th June 2025 and will include:* Internal Audit Report
* Statement of Governance
* Accounting statements
* Certificate of Exemption (£25k income/expenditure limit)

d) **To approve** updated Financial Standing Orders and Financial Regulations in line with NALC templates and recommendations.e) **To note:** PC Unity Account (three) balances f) **To note:** Review of Asset and Risk Registers to be completed. | a) All payments **approved.**b) **Noted** and will include expenditure against budget based on Precept 2025-26c) **Noted**d) Cllr Burgin had circulated updated Financial Standing Orders and Financial Regulations based on NALC templates and consultation. Cllr Good requested some amendments which Cllr Burgin will include to support discussions and approval at the next Full Council meetinge) Unity Trust Account Balances **noted**:- Current account £1,377.67- Reserve account £27,612.89 (include annual precept funds)- Defib account £2,372.60f) **Noted** and will be completed as soon as possible but the priority is end of year AGAR  | **Clerk** |
| APCM25/9 | Planning items: T**o note and/or agree responses** to the following Planning Applications and any late received Applications not listed on the agenda.**1. Planning Applications:*** **To note:** 24/00525/FUL Land North-East of Harby Lane Colston Bassett. Erection of 6 dwellings and associated access and landscaping. **CBPC objected.**
* **To note:** 24/00527/FUL Land South-West Of Harby Lane Colston Bassett. Erection of 4 dwellings and associated access and landscaping. **CBPC supported with considerations request.**
* **To note:** 25/00575/LBC Old Vicarage Hall Lane Colston Bassett NG12 3FB. Underpinning of the Dovecote south wall and crack sticking to north wall. **CBPC supported.**
* **To note:** 25/00124/FUL Little Fields Harby Lane Colston Bassett NG12 3 FH. Remodel of dwelling. Demolition of conservatory/lean-to and garage. Construction of new two storey front/side extension. New raised roof with four gabled dormer windows, conservation rooflights and a new chimney. New single storey lean-to front roof to front elevation and open oak timber porch. Timber cladding and render finish. Alteration to fenestration. **CBPC supported with considerations request**.
* **To note:** 25/00628/FUL Ridge View House Church Gate Colston Bassett NG12 3FP. Erection of detached pergola to front. **CBPC supported** (Cllr Burgin declared an interest and did not take part in the decision-making process).
* **To note:** The Knoll. RBC approved removal of trees and other works under the dead or dangerous exemption conditions. Significant number of new trees already planted on site. **RBC will monitor.**

2. Rushcliffe Design Code Supplementary Planning Document – Consultation: Update3. Greater Nottingham Strategic Plan: Update | 1. Planning Applications: **Noted** 2. **To note** Council awaiting further draft for review and consultation.3. **To note** Council awaiting further draft for review and consultation.Cllr Stanford also reported that ongoing discussions were taking place with James Bate (RBC) re the Conservation Appraisal  |  |
| APCM25/10 | Environment and Amenities Report (including the Village Hall): Verbal update1. Village Hall Paddock Leasing Agreement

b) Flood Wardens:* RBC have issued letters to all landowners/tenants to remind them of their obligations e.g. ditch clearance. Clerk to obtain a copy of the letter and confirmation of when issued. Cllr Jennings will then liaise with Professor McGuirk, Flood Warden Lead, to contact/ follow up with residents.
* Progress update on the engineering solution (controlled pumping) to prevent flooding caused by flap valve closure. The Clerk to invite Bradley Duncan from Severn Trent to the next meeting, along with Professor McGuirk to the June Full Council Meeting.
 |  1. Advice sought from Society of Local Council Clerks. David Lambert (VHMC) and Cllr Davies to meet with Tom Anderson to discuss and progress the draft Leasing Agreement.
2. Flood Wardens: Cllr Jennings was not able to attend the meeting but will continue to progress all these agenda items
 | **Cllr Davies****Cllr Jennings** |
| APCM25/11 | Local Representative Updates:a) Rushcliffe Borough Councilb) Nottinghamshire County Councilc) Nottinghamshire Police | Local Representatives all unable to attend the meeting. No updates available.  |  |
| APCM25/12 | Parishioner requests received by the Clerk for consideration:a) Church Gate – narrow road signage options. Carried forward. | 1. Carried forward in the absence of Cllr Neil Clarke
 | **Clerk** |
| APCM25/13 | Update on replacement for damaged bench outside the village hall | Cllr Burgin has purchased and is in receipt of the bench and commemorative plaque. Cllr Burgin wished to thank Paul Crabtree, Simon (colleague) and Cllr Stanford for fitting the bench as soon as possible. |  |
| APCM25/14 | Update on village gates speed reduction initiative and moving the speed signage. | **Village gates** (speed reduction): Via/Highways have approved the gates and location. The successful grant which provides 50% of the original total cost has been received. However, due to the delayed decision-making process the cost has risen by 37% making it unaffordable for the Council. **Update: subsequent to the meeting a very generous donation has been made by the Dairy to cover the difference which will allow Council to proceed. More details to follow.****Re-sited speed signage on Harby Lane:** the design of the scheme is being completed, and it will then go for consultation. In progress | **Cllr Burgin** |
| APCM25/15 | Update on Speedwatch | Cllr Burgin reported that a further two exercises had been carried out on Hall Lane. Both sessions resulted in >20 drivers exceeding 40mph, of which c.10 were subsequently reported to the Police. |  |
| AOB | Silent Soldiers | Cllr Fletcher reported that there are a number of soldiers missing and that the remaining ones are in a poor condition and irreparable. Cllr Fletcher will research a metal replacement that could permanently be on display in the village. Agenda item for decision at next Council meeting.  | **Cllr Fletcher/Clerk** |

**The next meeting will be the FULL COUNCIL MEETING on 23rd June 2025 in the Village Hall starting at 7:15pm.**

Signed by the Chair of Colston Bassett Parish Council Date: