**Colston Bassett Parish Council**

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**DRAFT** Minutes of the **Full Council** **Meeting** held on **Monday 23rd June 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 John Jennings

Cllr Elaine Burgin Cllr Martyn Davies

**Members Absent:** None

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

Cllr Combellack

**Also Present:** Parishioners

**Apologies:** Cllr Jonathan Good PC Matt Pooley (Beat Officer)

**Absent:** None

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| **Agenda/**  **Minute No.** | **Agenda Item Title** | **Resolution** | **Action** |
|  | Chairs welcome |  |  |
| Open Forum | Members of the public are welcome to present any matter relevant to the wellbeing of Colston Bassett. Each resident will receive the attention of the Council for a period of not exceeding 5 minutes, with a maximum of 15 minutes in total. | Bunty Fletcher and Paul Maddon requested time to speak to Council regarding the Conservation Area Consultation and the Planning Application re the erection of 6 dwellings on land northeast of Harby Lane |  |
| FC25/88 | To note those present, in attendance, apologies for absence and absentees | Noted and recorded. |  |
| FC25/89 | To receive any declarations of interest in items scheduled for discussion, in accordance with the requirements of the Localism Act 2011. | None received. |  |
| FC25/90 | To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded. | None received. |  |
| FC25/91 | 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. |  |
| FC25/92 | **To receive and approve** the Minutes of the Annual Parish Council Meeting, Monday 12th May 2025. | Minutes of the Annual Parish Council Meeting **approved** |  |
| FC25/93 | Receive updates on Council Meeting actions not arising elsewhere on the agenda: (None at the time of agenda publication). | The Chair advised Council that Cllr Good had emailed his resignation (23/6) with immediate effect. The Chair wished to record Council’s thanks to Cllr Good for his work whilst on Council. |  |
| FC25/94 | Finance: **To receive, note and approve** the following items  a) To approve payments:  (i) Internal Auditor annual payment for 2024-25 following completion of internal audit - £150.00  (ii) HMRC quarterly payment (including Employer NIC) (April – June 2025) up to £300.00  b) To receive and note   1. Internal Auditors Written Report for 2024-25 2. Form 2PM Annual Internal Audit Report 2024/25   c) To note the Receipts and Payments account for the year ended March 31st, 2025  d) To decide that CBPC wishes to declare itself exempt from the requirement for a limited assurance review by the external auditor and instruct the Clerk to submit ‘Certificate of Exemption- AGAR 2024/25 Form 2PM’  e) To approve Annual Governance and Accounting Return (AGAR) 2024-25 due by 30th June 2025  f) To approve updated Financial Standing Orders and Financial Regulations in line with NALC templates and recommendations  g) To note the PC Unity Account (three) balances | 1. All payments **approved.** 2. Noted. The Clerk/RFO would like to record her thanks to the Internal Auditor in her first year in role and who was extremely helpful and supportive throughout the audit. 3. Noted 4. Council **decided** to declare exemption and approved submission of the Certificate of Exemption-AGAR 2024/25 Form 2PM 5. AGAR 2024-25 **approved** 6. Item carried forward to next Full Council Meeting 7. The following balances were noted:  * Defib (ring fenced) £2,372.60 * Bank Account £1,662.62 * Reserve £27,612.89 | **Clerk** to submit exemption certificate and post all year end forms/reports on the notice boards and website |
| FC25/95 | Planning items: To note and/or agree responses to the following Planning Applications and any late received Applications not listed on the agenda.  1. Planning Applications:   1. 25/00124/FUL Little Field: Remodel of dwelling. **To note: RBC approved.** 2. 25/00909/TPO Martins Arms. **To note: CBPC supported with considerations request.** 3. 24/00525/FUL. Location: Land North-east Of Harby Lane Colston Bassett. Applicant: Mr Tom Anderson. Development: Erection of 6 dwellings and associated access and landscaping   2. Conservation Area Consultation: including Parishioner complaint Mrs J McGuirk | c) Council **decided to object** based on design and non-compliance with the Neighbourhood Plan. Council wished to record their support for the applicant who had submitted the first application in accordance with the NP and Design Code; an application that Council and parishioners supported. Cllr Combellack has escalated the RBC handling of this case to Rushcliffe senior management and is awaiting a response.  2) The Parish Council are very aware that this important process did not unfold as anyone would have liked.  The poor notification of the event and lack of expected updates from Rushcliffe only exacerbated the issue.  Parishioners can be assured that the Parish Council did not, and had no intention of, removing any of the buildings from the Conservation Area. The Conservation Area boundary perimeter remains unchanged in the proposal. The consultation deadline cannot be extended. The Clerk was asked to circulate the building list and boundary map to parishioners requesting further feedback. Details as to how parishioners can comment directly to RBC would also be provided again (see parishioner email 8/6). Bunty Fletcher spoke to Council and wished to add additional buildings to the list that Mrs J McGuirk had provided with her complaint. This information would be sent to the Clerk for consideration by Council. Bunty Fletcher advised that the complaint also represented both herself and Suzie McCullogh. Based on this Meeting’s discussion she was satisfied that the approach agreed, and answers provided, addressed everything in the complaint letter. Mrs J McGuirk was unable to attend the meeting, and the Clerk was asked to contact her as soon as possible.  Cllr Stanford will liaise with James Bate (RBC Head of Conservation) as Andrew Langley leaves RBC on 30th June. | **Clerk/Cllr Stanford** to action |
| FC25/96 | Environment, Amenities and Flooding Report (including the Village Hall): Verbal update | Flooding/Wardens:  Cllr Jennings has taken over the Flooding Portfolio. The Clerk to advise Duncan Bradley from Severn Trent of the change in contact and look to arrange a meeting in Colston and to include Jim McGuirk to progress the engineering solution (controlled pumping) to prevent flooding caused by flap valve closure.  Jim McGuirk kindly provided a headline report which will form the basis of discussions with Severn Trent, namely that there is incontrovertible evidence that flap valve closure is the primary cause of village centre flooding.   * The village surface water drainage network appears to function well - before flap valves close, even with extremely heavy local rainfall, flooding does occur at some roads, but this is caused by water runoff from land, the village centre remains unflooded. * The number of times each year when flap valve closure occurs (when River Smite level >1.6m at the China Bridge Env. Ag. gauge) is increasing in frequency and severity (2015) 18 once, 2019-20 three times, 2021-2022 three times, 2022-25 (so far) six times; in Jan 2025 (river height = 2.2m) village completely cut off for 2 days) * This constitutes concrete evidence that a flap-valve system is not fit for purpose – the surface water drainage system cannot operate properly once flap valves close.   Lengthman:  Cllr Jennings and Paul Crabtree are agreeing the schedule. Parishioners are welcome to submit requests.  Village Hall:  Bookings are ‘healthy’ and are now up to 3 weddings per year.  Cllr Jennings thanked the Landa family for their very kind and generous donation towards the refurbishment of the kitchen.  The VH Summer Feast is on the 5th July.  Cricket Pavillion:  Draft Heads of Terms have been received from Tom Anderson. The objective is to secure a longer lease which will allow grant funding applications to be submitted. |  |
|  | HR Committee Report: To receive and approve the Terms of Reference for the newly established HR Committee in accordance with, and advised by, NALC | Council **approved** the Terms of Reference. |  |
| FC25/97 | Neighbourhood Planning: Verbal update | Cllr Davies advised that planning would start in the Autumn 2025 with a new/updated NP required for 2027/28. |  |
| FC25/98 | Local Representative Updates: a) Rushcliffe Borough Council b) Nottinghamshire County Council c) Nottinghamshire Police | 1. Jill Faulks raised that significant flooding/post flooding debris came onto her farmland following the changes/improvements made to Dalby Brook. Cllr Combellack will raise with 3rd parties to establish the position re Riparian owners v water tax charges.   Taxi licencing rules are due to be amended, and a consultation is about to start. This may impact local businesses where there are private hire arrangements in place. CBPC has not heard anything to date.   1. Cllr Clarke confirmed that the Community Fund will remain for 2025/26. The Chair thanked Cllr Clarke and Cllr Combellack for their continued support.   Letters have been sent to Riparian owners to remind them of their obligations to clear ditches to reduce the impact of flooding. If the ditches are not cleared, then they will be cleared for them (without notice) and the owners charged accordingly.  Church Gate and narrow road signage options: all options have been exhausted. The road bends at either end of the narrow stretch do not allow for appropriate signage. Cllr Clarke was thanked for his efforts to try and resolve, and Council understands the position as explained. |  |
| FC25/99 | Clerk Update: verbal update | An approach was received by James Naish MP offering to hold a surgery in CB (including Langar residents). Parishioners welcomed the opportunity to meet him, and Council supported. | **Clerk** to action |
| FC25/100 | Parishioner requests received by the Clerk for consideration: Church Gate narrow road signage options | See FC25/98 b) |  |
| FC25/101 | Update on replacement for damaged bench outside the village hall | The replacement bench will be fitted on 24th June. |  |
| FC25/102 | Update on village gates speed reduction initiative and moving the speed signage. | Village gates (speed reduction): Via/Highways have approved the gates and location, and we are assured that it will be ‘soon’, but a definitive date couldn’t be provided. Cllr Burgin thanked the Dairy for their very kind and generous donation to cover the increased costs incurred due to the delayed decision-making process which has allowed this initiative to proceed.  Re-sited speed signage on Harby Lane: Cllr Burgin thanked Cllr Clarke for his support in progressing this to the stage where Council have been assured that the re-siting will happen but no date as yet. Cllr Burgin will continue to progress. | **Cllr Burgin** |
| FC25/103 | Update on Silent Soldiers | Cllr Fletcher researching cost and lead time for the Council to purchase a permanently sited single, ironwork soldier with all the CB residents named who fought in WW1. This is to replace the damaged and/or missing soldiers. | **Cllr Fletcher** |

**PLEASE NOTE: The Full Council Meeting published as 11th August 2025 will be cancelled due to Cllr and Clerk absences. It was agreed that the meeting scheduled for 29th September would therefore be brought forward – date to be confirmed.**

Signed by the Chair of Colston Bassett Parish Council Date: