WARSOP PARISH COUNCIL
Town Hall, Church Street, Market Warsop, Mansfield, Notts. NG20 0AL.

DMINUTES of the **Full Council Meeting** held on **Monday, 21 July** commencing at **6.30pm** at Warsop Town Hall.

Members present: Cllrs McGuinness (Chairperson), Bonsall, D Hughes, N Hughes, Sorrell, Simpson, Hardy, Burgin, Stephenson

In attendance: The locum Clerk,

Also present: 5 members of the public including County Councillor McCormack

Agenda no	Agenda item title	Action
	Public Forum: to **receive** questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum) Members of the Parochial council asked the council to pursue the reduction of the large poplar in the church grounds. The clerk explained that the tree had a tree preservation order on it and that any tree work would need to be applied for and approved. They announced that there would be a Christmas Tree festival at the church on 13 December. They invited the council to enter the festival with its own tree.	
	The chairperson suggested to allow Cllr McCormack speak earlier within the proceedings so he would be free to leave afterwards. Members unanimously agreed. Item 2025-58 on the agenda was received at this point of the proceedings.	
2025-40	To **note** apologies for absence. *The council noted apologies for absence from councillors Dackombe, Wetton and Barlow (ongoing).*	
2025-41	To **receive** any declarations of interest in accordance with the requirements of the Localism Act 2011 **and consider** any dispensation requests received by the Clerk. *Cllr Stephenson added an interest in 2nd Warsop Scouts. He would be updating his register of interests.*	*Clerk to remind members to update their DPIs*
2025-42	To consider if any items on the agenda require the exclusion of public and press under the Public Bodies (Admission to Meetings) Act 1960 during the consideration of items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. *There were none.*	
2025-43	To receive the minutes of the previous Full Council Meeting and **resolve** to sign these as a true record of the meeting(s). a) **Minutes of Parish Council Meeting on 23 June 2025** *Subject to the correction of members present, the council resolved the minutes of the Council Meeting on 23 June 2025 to be signed as a true record of that meeting.*	*Clerk to make relevant amendments and Chairperson to sign.*

Agenda no	Agenda item title	Action
2025-44	To review and adopt Standing Orders based on the latest NALC template. (Deferred from previous meeting) *The council resolved to adopt the Standing Orders.*	*Clerk to publish.*
2025-45	To **note** the draft minutes of committee meetings and consider the recommendations made for approval: a) **Minutes of Human Resources Committee on 03 July 2025** *The council noted the Minutes of Human Resources Committee on 03 July 2025.*	
2025-46	To note the recruitment related documents approved by HR committee and note the salary costs projection provided by MDC. *The council noted the recruitment related documents approved by HR committee and note the salary costs projection provided by MDC and that the projected costs were below the agreed budget figures for the year.*	*Clerk to publish adverts.*
2025-47	To receive and note the Clerk's Report. *Members noted the clerk's report. The Clerk reported that she had received one quotation for the proposed tree work and was in the process of obtaining further quotes. Members asked the clerk to submit a TPO application, so work could go ahead as soon as permission had been received.*	*Clerk to submit TPO application.*
2025-48	To consider adopting the council's Governance Action Plan *The council resolved unanimously to adopt the council's Governance Action Plan.*	*Clerk to Publish.*
2025-49	To consider adopting the Risk Register *The council resolved unanimously to adopt the council's Risk Register.*	*Clerk To publish*
2025-50	To consider a) **quotations** received to provide all members with a .gov.uk email addresses as per the councils previous decision: 4/0603 – Members discussed the benefits of having a .gov domain name. **RESOLVED:** The council agreed to follow best practice and retrieve costs for changing to a .gov domain name and include an email address for all Cllrs. b) And to **consider** upgrading the council's website at the same time, ensuring it will be compliant with WCAG 2.2 guidelines. Members discussed the merits of .gov.uk email addresses at length and reviewed the quotations received. Councillors asked if there were any hidden "extras" that would need to be paid for. Cllr Bonsall proposed to go back to the provider recommended by the clerk to obtain confirmation of the cost. If any additions would mean no more than a £550 cost charged by the chosen supplier, the clerk should go ahead to place the order for both new .gov.uk emails in the Warsop-pc.gov.uk domain for all staff and members and a new website on the same domain. **Resolved** to obtain confirmation of cost and if below £550 to go ahead and place order for .gov.uk emails and a new website with the supplier as recommended in the report..	Clerk to make relevant enquiries and if condition is met place the order.

<table>
<tr><th>Agenda no</th><th>Agenda item title</th><th>Action</th></tr>
<tr><td></td><td>The proposal was carried with a majority of the votes.</td><td></td></tr>
<tr><td>2025-51</td><td>To receive quotations for road closures, PA equipment and any other costs in connection with the Remembrance Day Parade and decide on suitable suppliers to place the orders.
All payments to come from Parish Projects Budget Code
The council unanimously resolved to place orders with the same suppliers as in the previous year and to place the orders.</td><td>Clerk to place orders.</td></tr>
<tr><td>2025-52</td><td>To consider requesting a grant from the County Councillor as in previous years and to consider to carry the full cost if the grant is not forthcoming.
Cllr McCormack offered a contribution from his divisional fund of £1000 towards the cost of the Remembrance Day event.</td><td>Clerk to confirm previous year funding.</td></tr>
<tr><td>2025-53</td><td>Financial Matters:
a) To receive and note the council’s receipts and payments report for the end of the previous month.

The council received and noted the council’s receipts and payments report for the end of June 2025.
b) To receive and note the council’s receipts and payments over budget summary report to the end of the previous month.

The council received and noted the council’s receipts and payment over budget report to the end of June 2025.
c) To receive and note the council’s bank balances and reconciliation to the end of the previous month.

The council received and noted the council’s bank balances and reconciliation to the end of June 2025.
d) To authorise the following known upcoming payments as per payments schedule circulated.

The council authorised the following payments:
<table>
<tr><th>Voucher Code</th><th>Description</th><th>Supplier</th><th>Total</th></tr>
<tr><td>46 Graphic Design</td><td>Warsop news June Paper Design</td><td>JKE Web Design</td><td>900</td></tr>
<tr><td>47 Contingency Fund</td><td>Lime Highstreet ca Tree Works</td><td>Maplebeck Tree Care Ltd</td><td>216</td></tr>
<tr><td>48 Contingency Fund</td><td>Tree St. Peters Tree Works</td><td>Maplebeck Tree Care Ltd</td><td>180</td></tr>
<tr><td>49 Parish Projects</td><td>Christmas 2024</td><td>Christmas Decorations Installat MDC</td><td>644.28</td></tr>
</table></td><td>Clerk to set up payments.

Clerk to update Scribe.

All members to check out CCLA, Hinckley and Rutland BS and Unity Trust Account details prior to next FC meeting.</td></tr>
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Agenda no	Agenda item title				Action
	50 Church Yard	Closed Churchyard Church Maintenance	Acer Grounds Maintenance	220	
	51 Parish Projects	Christmas 2024 Ev Event Litter Pick	Poppy Gang	200	
	52 Office Rent	April	Rent	759	
	53 Admin	HR Advice	Personnel Advice and Solutions	180	
	54 Car Park Rates	U40044971	Rates	34	
	55 Admin	May	Mobile Phones	10.63	
	55 Admin	May	Mobile Phones	10.63	
	56 Admin	Photocopier	Konica Minolta	38.08	
	57 Admin	Phones/Broadband	Onecom	149.21	
	58 Admin	May-June	Bank Charges	8.5	
	59 Admin	Chairmanship Train Training	Notts ALC	100	
	60 Church Yard	Emergency tree wo Tree Works	Forest Farm Tree Services	300	
				3,950.33	

e) To receive a verbal update on the bank mandate for Lloyds Bank.

The clerk reported that Cllrs McGuinness and Bonsall had been added to the mandate and had received their online banking log in details. They would test their appliances with the new payments.

f) To consider adding two further councillor signatories/online authorisers bringing the total to 5.

No volunteers came forward, leaving the council with just three members to authorise online payments.

g) To note the council's VAT refund claimed versus software logged position dating back a decade and consider what action to take.

The council noted the VAT report and resolved to conclude all VAT due to the authority up to 31 December 2025 had been reclaimed but not correctly entered into the accounting software. The clerk would seek a solution with the software provider.

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	h) To consider opening an investment account to maximise interest income. *Deferred to a future meeting. In the meantime, members would look at the information provided on CCLA an Hinckley and Rutland Building Society.*	
2025-54	**Events:** a) Christmas • To agree a budget for the Christmas event. *The council agreed a budget of £10,000 for the Christmas event.* • To agree a location, date and time for the Christmas event. *The council agreed for the venue to be at "The Shed".* • To consider the appointment of an events Working Group. *The Council agreed to appoint an events working group.* • To consider Draft TOR for an Events Working Group and confirm councillor members. *The council adopted the Events Working Group Terms of Reference. The following members volunteered to be part of the Events Working Group: Cllrs McGuinness (Chairperson), Bonsall, N Hughes, Sorrell, Simpson, Hardy, Burgin, Stephenson* • To confirm the dates for the Christmas Lights Switch on – whether on the same day as the Christmas Market or earlier – and authorise the expenditure for the installation as in previous years. *Members explained that there would be no "switch-on" as such. The Council resolved that lights should be installed in November after Remembrance Sunday.* b) Remembrance • To formally approve budget and expenditure for the Remembrance Day Parade and support for Poppy Gang The council approved a budget for the Remembrance Day Parade of £4,000. • To receive Progress report *The council received a brief progress report*. • To consider draft Working Party (TOR) If separate to events WG *The council opted not to have a separate working group*. c) Hygiene Poverty Campaign • To agree a budget and timings for the campaign • To consider draft Working Party (TOR) If separate to events WG *Item deferred to a future meeting* d) Carnival To consider assigning up to 5 hours per week of the Events and Liaison Co-ordinator time per week to help with the administration and co-ordination of Warsop Carnival from April 2026 until the week after the Carnival if it is to go ahead.	*Clerk to update Scribe*

Agenda no	Agenda item title	Action
	Item deferred to a future meeting	
2025-55	Warsop Parish News a) Update from lead councillors b) To consider quotations received for print and design of WPN (Cllrs Hardy and McGuinnes) c) To receive budget and consider virements or topping up from general reserves *Deferred to F&GP*	
2025-56	To receive an update report by Life Spring Church on the progress of building works. *Life Spring Church reported that building works were now being timetabled and would commence in the autumn starting with the ground floor.*	
2025-57	Crime Prevention – to receive a report from the Warsop Police Team *The clerk read out an email received from the Police Constable in which they reported of anti-social behaviours at the skate park and and around the health hub. There would be increased patrols during the summer months.* *Speeding continued to be a problem. Mobile Speed cameras will be out again over the summer months.* *Motorbikes continue to be a problem. Staff have received specialised training to deal with them.* *They reported on a new member of staff who has recently started.*	
2025-58	Receive an update from the Nottinghamshire County Councillor **This item was transacted following the Public Forum.** Cllr McCormack reported that he had been working with VIA East Midlands to reduce heavy traffic on sections of the A60. He reported that he was looking into getting the toilets at the Carrs reopened. When questioned, he said the funding for this would come from the County Council. Potholes continue to be a problem. He was also looking into adding speedbumps to roads to reduce speeding. Cllr Stephenson questioned Cllr McCormack on what he thought the most pertinent problems of the people of Warsop were. Cllr Hughes asked about work to be carried out at Netherfield Infant school and whether it would be started and completed by the end of the summer holidays. There were numerous questions regarding highways issues und highways signage. The members would email Cllr McCormack with details and precise locations of the highways problems mentioned. Cllr Hardy asked if Cllr McCormack would be contributing to the cost of Remembrance Day from his divisional fund like his predecessors.	
2025-59	Receive an update from Mansfield District Councillors District Council members reported that they were waiting for the results of the Local Plan consultations.	

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2025-60	To receive verbal updates from Warsop Parish Council members on council business. It was reported that new hanging baskets had been put up in the Memorial Garden.	
2025-61	To consider planning applications for comment.: a) 2025/0392/HHA | DETACHED OUTBUILDING TO BE USED AS A GARDEN ROOM/OFFICE | 14 Reef Close Warsop Nottinghamshire NG20 0FL *The council resolved not to comment.*	
2025-62	To note planning decisions made since the last meeting. There were none.	
2025-63	To note correspondence previously circulated by email. The council noted the correspondence received since the previous meeting.	
2025-64	Items for notification to be included in a future agenda. For information only. None	
2025-65	To note the date and time of the next Full Council meeting. *The next scheduled Full Council meeting would be* ***Monday, 15 September*** *commencing at* ***6.30pm*** *at Warsop Town Hall.*	

Signed: _____

Chairperson