



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

Minutes of the Full Council meeting held on 29th October 2024 at 19.00 in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Anne McLeod (Chair)	Cllr Phil Thomas	Cllr Alice Tomlinson
Cllr Harry Curtis	Cllr Sue Clegg	Cllr Oli Bere
Cllr Amelie Pira	Cllr Kirsty Hyndes	Cllr Annie Mackenzie
Cllr Irene Dovey	Cllr Tracie Bere	Cllr Matt Douglas
Cllr Oliver Furniss		

Members Absent:

Cllr Nikki Farnsworth		
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In attendance:-

Hayley Gandy (Admin Officer)		
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Also present: - 3 members of public and RBC Cllr N Clarke and RBC & NCC Cllr R Upton

Agenda no	Agenda Item title		Action	
	Chair's Welcome	Cllr McLeod welcomed the committee and attendees and reported that she and Cllr Clegg had attended the Town and Parish meeting and		

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		NALC AGM. Cllr McLeod also met with the Chair of Ruddington Parish Council. It was reported that the person living in the bus Shelter on Bingham Road, has vacated and a request for the shelter to be cleaned has been made to Nottinghamshire County Council and a suggestion to install a new glass shelter in place of the existing shelter.		
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe on Trent and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see Standing Orders 3d-n for details.	<p>M Caunt, representative of the History Society wished to inform the Council regarding the predicament they are in with the Radcliffe Hall closing and are struggling with storage of their archive. The archives belongs to the village and would like help to find somewhere to store with access to complete research. Cllr Furniss wished to thank the history society of behalf of the Parish Council and referred them to our grants policy should this help with costs/rentals. Cllr Douglas and Tomlinson expressed that the archives are valuable and should be supported. Cllr McLeod explained if kept at the Grange, records would need to be stored in metal filing cabinets.</p> <p>L Gilbert introduced herself as she has applied for co-option onto the Parish Council.</p>	History Society request to go to Grange and Grange Hall – for if there is anywhere for archives to be stored.	Localism Act 2011, s33.
	To receive and note report from Borough and County Councillors	<p>RBC Cllr Clarke reported that the RBC Chief Executive will be leaving for a new challenge and recruitment has begun.</p> <p>With regard to Clumber Drive flooding, William Davis have been incredibly cooperative and have been trying to remove the culvert and are on 3rd contractor. Attenuation ponds have been dug on</p>		

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		<p>the dyke area which will help hold water and help the management of the flow.</p> <p>Reminder of the remembrance day parade on 10th November, volunteer meeting 10am 9th November at the legion club.</p> <p>Nottingham Road, Avant Homes Road access progresses. They have been asked to improve wheel cleaning.</p> <p>Traffic lights causing tailbacks – highways management are to look into it.</p> <p>RBC Cllr Upton reported Shelford Road zebra crossing looking likely to be end of March early April, these will be raised crossings and William Davis are paying for it. Shelford Road by coop and methodist church long plea for levelling of the pavement.</p> <p>Bingham Road playing field is with planning for approval.</p> <p>Himself and James Naish are in talks with regards to the Green, Holme Lane foul water issue.</p>		
FC25-141	To note apologies for absence and the reasons given and formally approve the absence if applicable.	Cllr Farnsworth – unanimously approved.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC25-142	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.		Public Bodies (Admissions to Meetings) Act 1960, s 1(2).
FC25-143	To consider any dispensation requests received by the Parish Clerk in relation	None received		

Initialed

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	to personal and/or disclosable pecuniary interests, not previously recorded.			
FC25-144	<p>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) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and resolve to exclude public and press for these items.</p> <p><i>It is recommended that items 163-166 be excluded from public and press due to the confidential nature of the information within.</i></p>	It was resolved to exclude the public and press for items 163-166 due to the confidential nature of the information within.		Local Government Act 1972, Sch 12, p41 (1).
FC25-145	<p>To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <ul style="list-style-type: none"> a) Full Council meeting, Tuesday 17th September 2024 b) Extraordinary Council Meeting, Tuesday 23rd September 2024 c) Extraordinary Council Meeting, Tuesday 1st October 2024 – retrospective approval 	<p>The Council received the following minutes and resolved unanimously to sign them as a true record:</p> <ul style="list-style-type: none"> a) Full Council meeting, Tuesday 17th September 2024 with some amendments b) Extraordinary Council meeting, Tuesday 23rd September 2024 with an amendments c) Extraordinary Council meeting Tuesday 1st October 2024 – retrospective approval 	Admin Officer to publish to the website	
FC25-146	To receive and note the minutes from the following committee meetings:	The Council noted the draft minutes		

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	<ul style="list-style-type: none"> Planning and Environment – applications only – 1st October 2024 Amenities Committee – 1st October 2024 <p>Human Resources Committee – 21st October 2024 (if available)</p>			
FC25-147	To note the Admin Officer's verbal update	<p>Admin Officer reported the following:</p> <ul style="list-style-type: none"> The culvert has been repaired, turfed and games have resumed. Headstones deemed unsafe in the cemetery have now been restored with exception to the ones families requested to have repaired independently. Fountain repairs have been completed Benches – non painted benches in the Grange grounds have been cleaned and the cemetery benches have been cleaned but require oiling which is on order. Planters – 3 tier and wooden planters have been cleaned. Biodiversity working group bins have arrived and now in the storage unit. Remembrance Day parade road closure notice has been updated with the correct date New security alarm installed in the grange. Playground equipment – parts ordered and received and collected by the contractor and plan to install the junior swings on Wednesday 30th October. The toddler 		

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		<p>swings have perished and require replacing before they go up. Contractor to quote to restore.</p> <ul style="list-style-type: none"> • The Gate at wharf lane park has been replaced • Capital One community day was on Wednesday 25th September and was a success, they cleaned fencing and signage and removed turf ready for planting at Wharf Lane and created winter hanging baskets for the Grange. 		
FC25-148	To consider an application for co-option on the Council by Lesa Gilbert	The Council resolved unanimously to co-opt Lesa Gilbert onto the Council.		
FC25-149	<p>To receive finance documents to 30th September 2024</p> <ul style="list-style-type: none"> a) To approve the payments listings for September 2024 b) To note the transactions listing for September 2024 c) To approve the Bank Reconciliations to 30th September 2024 (if available) 	<p>The council resolved as follows to the financial data:</p> <ul style="list-style-type: none"> a) Payment listing for September was approved unanimously. b) The Transaction listing for September was noted. c) Bank Reconciliation to 30th September 2024 approved. Thanks to Claire for getting this sorted. 		
FC25-150	To note the AGAR completion and report from the External Auditor.	The AGAR completion statement was noted and it was reported that some information was not provided so there is a need to ensure there are no mistakes next year.		
FC25-151	<p>To consider the following planning applications for comment:</p> <ul style="list-style-type: none"> a) Demolition of existing sectional garage. Erection of two storey side/rear 	The Council considered the following planning applications and resolved to comment the following:	Admin officer to submit comments to RBC	

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	<p>extension with rooflight to side. Remove existing flat roof to existing rear single storey and replace with new pitched roof. Application of render 12 Wakefield Avenue Radcliffe On Trent Nottinghamshire NG12 1BS 24/01676/FUL</p> <p>b) Demolition of existing bungalow, garage and outbuilding. Construction of new 5 bedroom detached house and single storey detached garage with associated hard and soft landscaping 92 Grantham Road Radcliffe On Trent Nottinghamshire NG12 2HY 24/01133/FUL – further revision</p> <p>c) Ground floor extension to rear, first floor extension to the side. Taking down existing swimming pool structure and stepping building massing away from boundary line. Conversion of traditional dormers to 'catslide' dormers to front of property. Introduction of 'catslide' dormers to rear of property. Thermal upgrade of all building elements. 7 Northfield Avenue Radcliffe On Trent Nottinghamshire NG12 2HX 24/01665/FUL</p> <p>d) Works to repair and reinstate fabric lost due to dry-rot, including</p>	<p>a) 24/01676/FUL the council resolved not to object to the application carried</p> <p>b) 24/01133/FUL the Council resolved not to object to the application carried</p> <p>c) 24/01665/FUL the Council resolved not to object to the application – carried</p> <p>d) 24/01733/LBC the Council resolved unanimously not to object to the application</p> <p>e) 24/01555/FUL the Council resolved not to object to this application - carried</p> <p>f) 24/01096/FUL the Council resolved not to object to this application – carried</p> <p>g) 24/01658/TPO – application granted</p> <p>h) 24/01655/FUL the Council resolved not to object to this application - carried</p> <p>i) 24/01659/TPO – application granted</p>		

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	<p>plaster/render, internal timber studwork, flooring and joists to kitchen and gents WC, fungicidal treatment to exposed brickwork, replacement of timbers doors and windows to affected area, underpinning and rebuilding of a section of the rear curved wall. (Part Retrospective) Manvers Arms Main Road Radcliffe On Trent Nottinghamshire NG12 2AA 24/01733/LBC</p> <p>e) Replace corrugated roof with new steel portal frame and insulated panel pitched roof. Replace flat roof area with insulated roof. Replace corrugate front elevation cladding with insulated cladding. Alterations to shop front. Replace double timber emergency exit door with shortened double steel door set. Alterations to existing front hardstanding for parking. (Retrospective) 1A Bingham Road Radcliffe On Trent Nottinghamshire NG12 2FY 24/01555/FUL</p> <p>f) Construction of double garage and associated driveway and access to highway. Removal of tree T01442 and pollarding of trees T01441, 1443 & 1444 2 School Bungalow Glebe Lane Radcliffe On Trent Nottinghamshire NG12 2FR 24/01096/FUL – further</p>			

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	<p>revision – extension to comment deadline requested but not received.</p> <p>g) T1 - Mature Lime tree - reduce the height by approx. 3-4 metres max and prune in the side branches to balance the shape removing 2-3 metres max where necessary G1 - group of 5 mature Lime trees - trees have been previously be reduced - we would like to prune back the side branches of the first Lime growing towards/overhanging the low roof at the rear of the property by approx. 2 metres to prevent branches eventually touching the roof. We would also like to raise the low branches on all 5 trees to approx. 4 metres from ground level to allow more light into the rear garden and through to the property Adjacent 2 Cliff Drive Radcliffe On Trent Nottinghamshire 24/01658/TPO</p> <p>h) Installation for velux type roof lights to front elevation and extend existing utility to side/rear 8 Lamcote Gardens Radcliffe On Trent Nottinghamshire NG12 2BS 24/01655/FUL – extension to comment deadline requested but not received.</p> <p>i) T1 - Silver Birch - reduce height by approx. 2.5 metres and prune in side</p>			

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	branches by 1-2 metres. Thin canopy by approx. 10% and raise lowest branches to approx. 2 metres above ground level. 8 Lamcote Gardens Radcliffe On Trent Nottinghamshire NG12 2BS 24/01659/TPO			
FC25-152	<p>To adopt the terms of reference for the following working groups:</p> <ul style="list-style-type: none"> a) The Rec playground b) The Rec Pavilion Condition Report Actions c) Grange and Grange Hall Condition Report Actions d) Budget setting and preparation e) Amenities Asset Management Maintenance Plan f) CCTV and Vandalism g) Lengths man Scheme h) Christmas Events i) Internal Controls 	<p>The council resolved to unanimously adopt all the terms of references for working.</p> <p>For the Budget setting working group the following members were appointed – Cllr Furniss, Cllr Farnsworth, Cllr McLeod, Cllr O Bere, Cllr P Thomas, Cllr H Curtis and L Gilbert</p> <p>For the Internal control working group the following members were appointed – Cllr Furniss, Cllr Curtis, Cllr McLeod, Cllr Farnsworth, Cllr Dovey, Cllr O Bere and L Gilbert.</p> <p>Thank you to Cllrs Furniss and Bere for all the work done on these.</p>		
FC25-153	To consider the adoption of Volunteers Policy and Volunteer agreement	The Council adopted the Volunteers Policy and Volunteer agreement		
FC25-154	To consider the adoption of a CCTV Policy	Defer to the Internal controls working group		

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FC25-155	To consider self-funding the Rockley Memorial Park refurbishment project from free reserves (Cllr Furniss)	The Council resolved unanimously to self-fund the Rockley memorial park refurbishment.		
FC25-156	To consider self-funding the Defibrillator Project from free reserves (Cllr Furniss)	The Council resolved to self-fund the defibrillator project from free reserves - carried		
FC25-157	To approve the migration to a new digital workspace for Councillors and Staff (Cllr Pira)	The Council resolved unanimously to approve the migration to a new digital workspace for Councillors and Staff. Thank you to Cllr Pira for all the work on this.		
FC25-158	To agree new fob holders to the new alarm system and update the emergency contact list	The Council resolved to appoint the following as key holders for the Grange and Grange Hall:- Cllr Anne McLeod Cllr Oli Bere Cllr Sue Clegg Cllr Amelie Pira Cllr Matt Douglas		
FC25-159	To note the adoption of the following staffing policies by the HR Committee a) Lone worker Policy b) TOIL policy	The Council noted the adoption of staffing policies by the HR Committee – Lone working policy and TOIL policy		
FC25-160	To note the change of payroll software to BrightHR Payroll	The Council noted the change of payroll software to Bright HR Payroll		
FC25-161	To note correspondence circulated by email	Noted.		

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FC25-162	To receive and note reports from members	<p>Cllr Furniss reported that he has been looking at the finance software and there are some discrepancies and would like to gain access to amend. Draft budget required for December.</p> <p>Cllr Pira reported that a heating specialist looked into the heating Grange Hall and the Grange, have received notes and will make recommendations to Grange and Grange Hall committee.</p>		
<i>Public and Press were requested to leave for the next items this included the Admin officer.</i>				
FC25-163	<p>To note correspondence received on confidential matters to the HR Committee and its response to each as circulated to members</p> <p><i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted</i></p>	Noted.		
FC25-164	<p>To consider the following recommendations from the HR committee regarding confidential staffing matters as circulated to members</p> <p><i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted</i></p>	Unanimously resolved to accept.		

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FC25-165	To note an update on current staffing (verbal report) <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted</i>	Noted		
FC25-166	To note a timeline of recruitment processes to be undertaken by the HR committee <i>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted</i>	Noted. The HR Committee were thanked for all their efforts.	Progress will be regularly reported to Full Council by the HR Committee.	
FC25-167	To receive any items for notification to be included on a future agenda – for information only	Staffing. Review of meeting schedule. Update from Working Groups		
FC25-168	To note the date and time of the next scheduled Full Council meeting: Tuesday 19th November 2024 commencing at 19.00 in the Radcliffe Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.	Noted		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 9.20

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

Initialed