



## Radcliffe on Trent Parish Council

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

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**Minutes of the Full Council which was held on Tuesday 19 November 2024 at 19.00 in the Radcliffe Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

### 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 arrived 19.52
Cllr Oliver Furniss	Cllr Nikki Farnsworth	

Also present: RBC/NCC Cllr Upton, 2 members of public and RBC Cllr Clarke arrived later.

Staff present Hayley Gandy (Interim Clerk/RFO)

### **Chair's Welcome**

Welcome on this cold day. New agenda format is a work in progress.

Memorial parade went well with smooth running.

Road warning signs and flood warning signage now stored in the Garage

Chairs meeting a request was made for suggestions for meeting frequency, fewer days, simpler and shorter meetings being the goal.

### **Open Forum**

No members of public wished to speak.

### **County and Borough Council reports**

NCC RBC Cllr Upton reported the following:-

that there is timetable for Shelford Road roadworks [see link](#)

Main Road proposal for double yellow lines

[Highways report](#) obtained showing things that have been done in the village

Cotgrave greenway, NCC working with engineers with 3 options and need to work with neighbours – option for works to come in the new year.

NCC car parking review

Nottingham Road temporary lights now removed. Redesign of carriageway required

Holme Lane foul sewer – decisions not been made yet by NCC

RBC matters – building design code which is a government requirement to be go to public consultation please comment.

RBC Cllr Clark – RBC currently recruiting for Chief Executive.

FC25-169	<p><b><u>Apologies for absence</u></b></p> <p>Cllr Gilbert and Cllr Douglas - accepted</p>
FC25-170	<p><b><u>Declaration of members interests and dispensation from non-participation</u></b></p> <p>None received</p>
FC25-171	<p><b><u>Items on the agenda which require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960</u></b></p> <p>Items 189 and 190 to be excluded from public and press in the interest of confidentiality</p>
FC25-172	<p><b><u>To approve the minutes of the meeting held on 29<sup>th</sup> October 2024</u></b></p> <p>The Council unanimously resolved to approve the minutes of 29<sup>th</sup> October 2024 and sign as a true copy.</p> <p><i>Action – Clerk to upload to website</i></p>
FC25-173	<p>To <b>note</b> the minutes from the following committees: -</p> <ul style="list-style-type: none"> <li>a) Human Resources Committee 5<sup>th</sup> November 2024 – noted by all</li> <li>b) Grange and Grange Hall Committee 12<sup>th</sup> November 2024 (if available) – not available</li> </ul>
FC25-174	<p>To <b>note</b> the appointment of Hayley Gandy to Interim Clerk and RFO – noted by all</p>
FC25-175	<p><b><u>Clerk's report</u></b></p> <p>A perished swing on the Grange Park has been replaced</p> <p>Swings for Wharf Lane and Valley Road still ongoing due to parts ordered not sufficient to return to use – they have been chased for a quote to repair.</p> <p>Christmas fair on 24<sup>th</sup> November – Volunteers please. There will be 49 stalls, music, Santa, rides etc</p> <p>Cliff walk has been cleared of leaves by ground staff</p> <p>Rockley Pavilion roof and guttering cleared</p> <p>Graffiti on Skatepark attempted to be cleaned by Councillors and volunteers and graffiti on Grange Park removed-</p> <p><i>Action: ensure on vandalism report</i></p> <p>Christmas lights were installed on Sunday afternoon and will be turned on in the Grange grounds on Sunday.</p>
FC25-176	<p>To consider the following planning applications for comment: -</p> <ul style="list-style-type: none"> <li>a) <a href="#">24/01454/FUL</a> The Council resolved to comment Do Not Object but strongly suggest some type of privacy screen on the upper balcony to avoid overlooking neighbouring properties and ask if the large new window requires obscure glazing? - carried</li> <li>b) <a href="#">24/01904/TPO</a> The Council resolved to comment do not object subject to Tree Officer - carried</li> </ul>
FC25-177	<p><b><u>To approve the temporary suspension of standing orders in respect to Agenda and minute publication due to current staff situation. Legal requirements for public publication of agendas are 3 clear days before meeting date.</u></b></p>

	Deferred
FC25-178	<p><b><u>Report on the Finance and Software System</u></b></p> <p>Thank you to Cllr Thomas for work with contacting the bank. Thanks to Claire and Hayley for getting up and running with the bank and software. Budget discrepancies have been resolved. Cllr Thomas confirmed that training is available for free on Scribe for any councillor.</p> <p>Cllr Furniss reported that if interested a read only option can be obtained from scribe.</p> <p>Cllr Hyndes congratulated Cllr Thomas and Cllr Furniss on their work with Scribe and the bank</p>
FC25-179	<p><b><u>Report on the progress of the AGAR recommendations</u></b></p> <p>Progress going well with AGAR recommendations. Progress to gov.uk email almost complete. 1 other item in the recommendations started and 1 to start.</p>
FC25-180	<p><b><u>To consider and approve the implementation of the proposed rolling cycle of policy reviews, beginning in 2025, and that the council agrees to adopt the policy review schedule outlined in this proposal</u></b></p> <p>Council unanimously resolved to approve Policy review.</p>
FC25-181	<p><b><u>To consider and adopt policies which have been adopted by the HR Committee</u></b></p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Compassionate Leave</li> <li>• Equalities</li> <li>• Grievance</li> <li>• Disciplinary</li> <li>• Anti-Bullying and Harassment</li> <li>• Flexible Working</li> <li>• Appeals</li> </ul> <p>The Council resolved to adopt all above policies – carried</p>
FC25-182	<p><b><u>To consider and adopt the following updated policies</u></b></p> <ul style="list-style-type: none"> <li>• BBQ – Council deferred this policy.</li> <li>• Community Engagement – Council resolved to adopt unanimously</li> <li>• Complaints - Council resolved to adopt unanimously</li> <li>• Data Protection - Council resolved to adopt unanimously</li> <li>• Financial Reserves - Council resolved to adopt - carried</li> <li>• Grants – Council resolved to adopt with an amendment to say per financial year</li> <li>• Information Technology - Council resolved to adopt - carried</li> <li>• Privacy Notice - Council resolved to adopt unanimously</li> <li>• Risk Register - Council resolved to adopt unanimously</li> <li>• Safeguarding - Council resolved to adopt unanimously with Cllr Farnsworth as safeguarding champion</li> <li>• Staff Councillor Relations - Council resolved to adopt unanimously</li> </ul>
FC25-183	<p><b><u>To consider and adopt the following new policies</u></b></p> <ul style="list-style-type: none"> <li>• Annual Leave - Council resolved to adopt - carried</li> <li>• Business Continuity Plan -</li> <li>• CCTV - Council resolved to adopt - carried</li> </ul>

	<ul style="list-style-type: none"> <li>• Data Retention and Disposal - Council resolved to adopt unanimously</li> <li>• Freedom Of Information - Council resolved to adopt unanimously</li> <li>• Maternity, Paternity, Shared Parental Leave and Pay and Child Bereavement - Council resolved to adopt unanimously</li> <li>• Special Leave and Ministry of Justice - Council resolved to adopt unanimously</li> <li>• Subject Access Request - Council resolved to adopt unanimously</li> <li>• Vexatious Complaints and Requests - Council resolved to adopt unanimously</li> </ul>
FC25-184	<p>To <b>note</b> the cancellation of Radfest 2025 and <b>approve</b> the Radfest use of Wharf Lane Recreation Ground for 27<sup>th</sup> June 2026.</p> <p>The Council noted the cancellation and approved Radfest to use Wharf Lane Recreation Ground for 27<sup>th</sup> June 2026 unanimously</p>
FC25-185	<p>To consider a recommendation of the HR Committee to rename and repurpose the County Room.</p> <p>The council resolved to change the name of County Room to Rockley room unanimously.</p>
FC25-186	<p>To <b>note</b> correspondence circulated by email if any</p> <p>None received</p>
FC25-187	<p>To <b>receive</b> and <b>note</b> reports from members</p> <p>Cllr Tomlinson – reported that she attended the skatepark on Friday and it was busy. She is going to speak with Year 7/8 students at SNA to encourage them to be involved in council business</p> <p>Cllr Farnsworth – been working with the Juniors Eco group for a school assembly about car pollution, posters to be put up.</p> <p>Cllr Furniss Thank you for budget requests, working group to go through this on 28<sup>th</sup> November.</p> <p>Cllr Thomas – J Spencer on behalf of ROTSA will be attending the Christmas fair and requesting feedback for the Bingham Road Playing fields.</p>
FC25-188	<p><b><u>To consider an additional subscription to BrightSafe software package and agree the utilisation of Bright HR</u></b></p> <p>The Council resolved unanimously to subscribe to Bright Safe Software package for the full utilisation of Bright HR for a cost of £73.50 a month.</p>
FC25-189	<p><b><u>To consider a recommendation of the HR Committee to begin a tender process for routine and emergency maintenance cover</u></b></p> <p>The Council unanimously agreed to proceed with initial enquiries and present options in the new year.</p>
FC25-190	<p><b><u>To consider confidential staffing proposals as circulated to members</u></b></p> <p>The Council resolved unanimously to approve the proposals as tabled in regard to staffing matters</p>
FC25-191	<p>To <b>receive</b> any items for notification to be included on a future agenda – for information only</p>
FC25-192	<p>To <b>note</b> the date and time of the next scheduled Full Council meeting: <b>Tuesday 10 December 2024</b> commencing at <b>19.00</b> in the <b>Radcliffe Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.</b></p>

**Noted by all**

The meeting closed at 9.20

Signed as a true record of the Meeting: \_\_\_\_\_

Dated \_\_\_\_\_

Presiding chair of approving meeting