

# **HEADON-CUM-UPTON, GROVE & STOKEHAM PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Monday 3<sup>rd</sup> March 2025, 7.00pm  
at Headon Village Hall, Church Street, Headon, Retford, DN22 0RD**

Present: Cllrs: S Whelan, N Greenhalgh, D Landon, R Goulden, J Mosley, C Scothern

C Smith and E Briggs J Landon, and D Spencer,

Apologies: None

In attendance: None

Clerk: Clare Brettell

## **Public Session**

### **Commencement of meeting**

**25/134 To receive – declarations of interest both pecuniary and non-pecuniary and applications for dispensation on items listed on the agenda**

None

**25/135 To receive – apologies for absence given to the Clerk**

None

**25/136 To receive and approve – Minutes of the meeting held on the 20<sup>th</sup> January 2025 (Appendix 1)**

The minutes of the meeting held on the 20<sup>th</sup> January 2025 were accepted as a true and accurate record, and signed by the Chair.

**25/137 To note – updates on matters arising from the minutes if not already on the Agenda (no decision can be made)**

The Clerk noted that enquiries had been made regarding the purchase of Lamp post Poppies.

**25/138 To receive - update from the District Councillor (5 minutes)**

Cllr Richardson was not in attendance

**25/139 To receive - update from the County Councillor (5 minutes)**

Cllr Ogle was not in attendance

**25/140 To discuss – Police Report and any issues to report**

Nothing to report

**25/141 To receive**

**i) update from Parish Councillors on the defibrillator checks**

The monthly checks had been carried out by Councillors. The new sheets were being used to monitor this.

**ii) to receive an update on the policy and documentation suggested by Sue Wroe**

Sue Wroe was working on the Policy and documentation and will bring back to a future meeting.

**iii) To consider offer of free training from the Retford Lions Club**

It was agreed to accept the offer of training from the Retford Lions Club for an evening or one Saturday or in May/June. The Clerk to liaise and agree a date.

**25/142 To receive – update on the work of the Lengthsman**

Parish Councillors were pleased with the regular updates from the Lengthsman and the work carried out. Cllr Whelan had been in contact with VIA in regard to putting together an article for the newsletter and a meeting had been arranged.

**25/143 Planning Applications**

To receive and where appropriate comment on the following planning applications (including any that have been received since the agenda was issued):

<b>Application No:</b>	25/00214/PREAPP
<b>Grid Ref:</b>	E: 479959 N: 370246
<b>Proposal:</b>	Proposed National Strategic Infrastructure Project Consultation for the The Great Grid Upgrade – North Humber to High Marnham
<b>Site Address:</b>	North Humber To High Marnham Hollowgate Lane High Marnham Nottinghamshire

It was **resolved** for no direct response but to encourage residents to do so directly with National Grid, as per the village meeting held on 30<sup>th</sup> July 2024

**25/144 To Discuss/Update on Highway Issues or footpath matters in the Village including the Flooding issues in Grove**

It was noted that the flooding issue had been resolved - The blocked culvert had been dealt with.

It was noted that the road is deteriorating on Westfields from Upton towards Eaton. The Clerk had submitted a request for this to be looked into as the dyke needs clearing or reinstating. The Clerk to chase this.

**Clerk**

**25/145 To receive an update on the car park resurfacing in Headon opposite the church**

The Clerk confirmed that there had still been no response from Bassetlaw District Council. A plan with the site location had been sent in. The Clerk to chase up.

**Clerk**

**25/146 To update – Progress with new website**

The Clerk has liaised with JKE Web Design and had sent minutes, financial information, photos and village information. The site was progressing well. Cllr J Landon has got some aerial photos and also newsletters dating back from 1985 to be used. These to be sent to the Clerk.

**Cllr J Landon**

**25/147 To update – Glass recycling bins from ROB**

Cllr Whelan to move this forward and the sites previously agreed. Cllr Scothern to continue to look at a suitable location in Stokeham. A bin to be delivered ready until a decision has been made.

**25/148 To update - Use of Snow plough in the Parish**

The snow plough repair/wheel had not yet been carried out, but would be ready for any snowfall. The value of the snow plough to be added to the Parish Council Asset register of £1000 (purchased in 2010).

**25/149 To update – The ‘Beck’**

Cllr J Landon provided an update - no response to the Parish Councils original request had been received. The Clerk to request again, asking Severn Trent Water to evidence whether the ‘Beck’ is tested for water quality and how frequently.

It was noted that towards East Drayton near the tin barn there is a lot of wadding present in the water, which may have been used to clear up a diesel spill. The Clerk to chase this.

**Clerk**

**25/150 To adopt the following policies:**

*Financial Regulations*

*Data Protection Policy*

*SAR Request Policy*

*Publication Scheme*

*Equality and Diversity Policy*

*Code of Conduct*

*Sexual Harassment Policy*

*Grievance Procedure*

*Disciplinary Procedure*

It was **resolved** to adopt all policies as presented by the Clerk.

**25/151 Storage of the ‘Enclosure Award’ and taking a digital copy**

Cllr Landon presented the Enclosure Awards which had been collected from safe storage from Jones and Co. Ltd. Councillors looked at this document.

It was **resolved** for the ‘Enclosure Award’ not to be returned to Jones and Co. (stored there since 1999)

Cllr J Landon to keep this document until it is taken to Retford Library for safe keeping.

Cllr J Landon to liaise with them for a documented agreement regarding its safe keeping and confirmation that they agree to keep this.

There is also a second copy of the ‘Enclosure Award’ that is in the archives at Nottinghamshire County Council. Cllr J Landon to enquire if they are able to take a copy for public inspection. i.e. could this be available on microfiche. Cllr Whelan was also looking into having a digital copy made. This to be brought back to the next Parish Council meeting.

**Cllrs Whelan and J Landon**

**25/152 Date and time of the Annual Parish Gathering**

Cllrs to give this some thought and discuss at the next meeting.

**25/153 Financial Matters**

153.1 To receive balance on Unity Trust/Santander Bank accounts

The bank balances as at 28<sup>th</sup> February 2025 are:

Unity Trust (Current account) £ 3182.23

Unity Trust (Savings account) £ 15004.27  
Santander £ 10.00  
Santander (2<sup>nd</sup> account) £ 1930.03

153.2 To receive and approve the schedule of payments for January and February (retrospectively) (Appendix 2)

The payments of £5 67.68 (January) and £843.02 (February) were authorised.

153.3 To agree – Payroll to be carried out ‘in house’

It was **resolved** that the payroll would be carried out by the Clerk on HMRC payroll from 1<sup>st</sup> April 2025.

**25/154 To discuss – Correspondence received (all emailed to Parish Councillors)**

Noting Webinar briefing from National Grid and the consultation

Noted.

**25/155 To recap – items discussed in the meeting for inclusion in the Newsletter**

- That the flooding issues are resolved
- Recycling Bins
- That the Parish Council has looked at the ‘Enclosures Award’
- The offer of Defibrillator training from the Retford Lions Club
- Annual Parish Gathering, would residents like to come along
- Progression of the Parish Council Website - if residents have photos or information to be included

**25/156 To notify the Clerk of matters for inclusion on the agenda for the next meeting and to agree the date.**

Litter picking in the village

The location of the People and Places book in the Village Hall – arrange for access

The date of the next meeting is Monday 14<sup>th</sup> April 2025

The meeting closed at 8.10pm.

Signed by:\_\_\_\_\_

Date:\_\_\_\_\_