

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

**Minutes of the Annual Parish Council meeting held on Monday 12<sup>th</sup> May 2025, 7.00pm  
at Headon Village Hall, Church Street, Headon, Retford, DN22 0RD**

Present: Cllrs: N Greenhalgh, S Whelan, D Landon, J Mosley, E Briggs and J Landon,

Apologies: Cllrs C Smith, C Scothern, R Goulden and D Spencer

Members of the public in attendance: None

Clerk: Clare Brettell

### **Public Session**

#### **Commencement of meeting**

- 25/01 To Elect a Chairman for the ensuing year.** Chairman to sign the declaration of acceptance of Office  
Cllr Whelan was elected as Chairman for the ensuing year and duly signed the acceptance of Office.
- 25/02 To Elect a Vice-Chairman for the ensuing year.** Vice-Chairman to sign the declaration of acceptance of Office  
Cllr Greenhalgh was elected as Vice Chair for the ensuing year and duly signed the acceptance of Office
- 25/03 To receive – declarations of interest both pecuniary and non-pecuniary and applications for dispensation on items listed on the agenda**  
None
- 25/04 To receive – apologies for absence given to the Clerk**  
Apologies were received and noted from Cllrs Smith, Scothern, Goulden and Spencer
- 25/05 To receive and approve – Minutes of the meeting held on the 14<sup>th</sup> April 2025 (Appendix 1)**  
The minutes of the meeting held on the 14<sup>th</sup> April 2025 were accepted as a true and accurate record and signed by the Chair.
- 25/06 To note – updates on matters arising from the minutes if not already on the Agenda (no decision can be made)**  
The Clerk updated members that she had raised all the issues brought up with VIA/Nottinghamshire County Council and Bassetlaw District Council.
- 25/07 To agree – appointment of representatives for defibrillator checks and any other appointments as necessary**  
The Following Cllrs were appointed to carry out the defibrillator checks:  
Cllr Scothern – Stokeham  
Cllr Greenhalgh – Headon

Cllr Whelan – Upton

Cllr Smith – Grove

This was subject to further discussion in agenda item 25/11.

**25/08 To receive - update from the District Councillor (5 minutes)**

Cllr Richardson was not in attendance.

**25/09 To receive - update from the County Councillor (5 minutes)**

Cllr Limber was not in attendance but had sent his apologies.

**25/10 To discuss – Police Report and any issues to report**

Nothing to report. Any relevant Police information had been circulated to Parish Councillors.

**Clerk**

**25/11 To receive - update from Parish Councillors on the defibrillator checks including servicing and purchase of new batteries**

The Clerk had looked at options for servicing and maintenance contracts that had been circulated to Parish Councillors. This was discussed and agreed that a servicing package would be preferable. This to be brought back to the next Parish Council meeting, with further options.

**Clerk**

**25/12 To receive – update on the work of the Lengthsman**

Parish Councillors were pleased with the work carried out and have requested more photos of the work by the Lengthsman to be sent in.

**25/13 Planning Applications**

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

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**Application No:** 25/00465/FUL Planning Portal Ref: PP-13961781

**Grid Ref:** E: 475142 N: 376998

**Proposal:** Change of Use of Agricultural Land to Equestrian Use,  
Erect 5 Stables and Hay/Feed Room and Construct an  
All-Weather Manege for Personal Use

**Site Address:** Clover Close House Thorpe Street Headon  
Nottinghamshire

It was **resolved** to respond to this application stating 'no Objections'

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East Drayton Neighbourhood Plan: Pre-Submission Draft Consultation (emailed out to Parish Councillors 5<sup>th</sup> May 2025)

It was **resolved** to support this submission

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**Location:** Stable Block at Home Farm, Main Street, Grove, Nottinghamshire

**Proposal:** New Development – Consultation for new property

**Existing Plot Name:** Stable Block At Home Farm

**Proposed House Number:** West Stable at Home Farm

Accepted into use – noted

**25/14 To Discuss/Update on Highway Issues or footpath matters in the Village, including putting up mirrors to aid visibility**

The Clerk updated Councillors that she had raised all the issues discussed at the April meeting and was yet to hear back from VIA/Nottinghamshire County Council. These are to be addressed with the New County Councillor in the hope he can help.

**25/15 To agree - Invitation to Join Nottinghamshire Building Preservation Trust for Free (From the RCAN message of 12th March)**

It was **resolved** to join the Nottinghamshire Building Preservation Trust. **Clerk**

**25/16 To receive an update on the car park resurfacing in Headon opposite the church**

The Clerk provided an update that despite chasing again with Karen Tarburton at Bassetlaw District Council there had still been no response. To be discussed with Cllr Richardson and ask to pursue as this has been an ongoing issue for a matter of years.

**25/17 To discuss – quotation received from Sally Mitchell Fine Arts Ltd to take a digital copy of The ‘Enclosure Award’**

It was **resolved** to proceed with a digital copy of the ‘Enclosure Award’ at a cost of £400inc. VAT from Sally Mitchell Fine Arts Ltd. As there was uncertainty as to how the images would be received a further £100 was **resolved** to be allocated towards a suitable hard drive if necessary, and to ensure the images are suitable for uploading onto the Parish Council website. **Clerk**

**25/18 Financial Matters**

18.1 To receive balance on Unity Trust/Santander Bank accounts:

Santander Current Account	£7503.53
Santander Savings Account	£10.49
Unity Trust Current Account	£1,287.33
Unity Trust Savings Account	£15,098.74

18.2 To receive and approve the schedule of payments for April (retrospectively)  
(Appendix 2)

The payments of £597.68 for April were authorised retrospectively.

18.3 To agree - Proposal for grant payments to the Church and Village Hall.

It was **resolved** to make 4 grant payments of: £350 to St Peter's Church, Headon, £350 to St Helen's Church, Grove, £350 to St Peter's Church Stokeham, and £350 to Headon Village Hall (the amounts previously agreed in January-agenda item 25/130.2).

18.4 To approve - Internal Audit

The Clerk updated members regarding the internal audit that had been carried out.

It was **resolved** to approve the internal audit.

18.5 To agree – Inventory/Asset Register (Appendix 3)

It was **resolved** to agree the Inventory/Asset Register at a total of £14135

18.6 To consider, approve and sign the Annual Governance statement – Section 1 (Appendix 4)

The Annual Governance statement was considered by Councillors and it was then **resolved** to approve and sign Section 1.

18.7 To consider, approve and sign the Accounting Statement – Section 2 (Appendix 4)

The Accounting statement was considered by Councillors and it was then **resolved** to approve and sign Section 2.

18.8 To approve and sign the Exemption certificate (Appendix 4)

The Exemption certificate was considered by Councillors and it was then **resolved** to approve and sign it.

Thanks were noted to the Clerk for her prompt response and management of the accounts.

*District Cllr Richardson entered the meeting at 8.12pm*

Cllrs asked if he could chase up the ongoing issue with the Car park resurfacing at Bassetlaw District Council.

Cllr Richardson has reported that he had been looking at stretches of road that were in need of repair which he would be reporting back to VIA.

**25/19 To discuss – Correspondence received (all emailed to Parish Councillors)**

Public Consultation on the Draft LNRS for Nottinghamshire and Nottingham - noted

**25/20 To recap – items discussed in the meeting for inclusion in the Newsletter**

- Re-election of Chair and Vice Chair
- Lack of response from VIA regarding local issues
- Funds allocated to digitalise the 'Enclosure Award'
- Recycle bin coming to Stokeham
- Annual audit complete, everything in order and available on the website.
- Reminder regarding the Lion's Club Life saving training – 16<sup>th</sup> June

**25/21 To notify the Clerk of matters for inclusion on the agenda for the next meeting and to agree the date.**

Date of next meeting – 2<sup>nd</sup> June 2025

The meeting closed at 8.30pm.

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

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