

# Upper Saxondale Parish Council

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## Minutes of the Parish Council Meeting 5<sup>th</sup> February 2024 Upper Saxondale Village Hall, 7pm

### **Present:**

Cllr Kim Kupfer  
Cllr Iris Morgan  
Cllr Georgia Moore  
Cllr Cathy Ridge  
Cllr Ian Storey

### **Also Present:**

5 Members of the Public and the Clerk Anne Daly

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**The Chairman welcomed everyone and opened the meeting at 7.02pm.**

### **114. Apologies for Absence.**

There were no apologies for absence.

### **115. Declarations of Interest.**

Cllr Storey declared an interest in item 122a. The Clerk gave Cllr Storey a dispensation to stay in the room whilst the item was discussed.

### **116. To determine which items on the agenda, if any, require the exclusion of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.**

It was RESOLVED that items 135 & 136 would require exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960 1(2).

### **117. Chairman's Announcements**

The Chairman welcomed members of the public and reminded them they could only speak in the Public Session.

### **118. To approve the Minutes of the Parish Council Meetings held 4<sup>th</sup> December 2023 and 8th January 2024.**

It was RESOLVED to approve the Minutes of the Parish Council Meetings held 4<sup>th</sup> December 2023 and 8th January 2024.

### **119. Clerk's Report on Previous Minutes and Matters Arising.**

The Clerk reported that the NatWest Bank had now been closed.

### **120. Open Session for Members of the Public to Raise Relevant Matters.**

The following items were raised -

- The bushes near the bowling club were potentially dangerous as the ends were sharp and were all at different heights.

- Traffic visiting the hall driving at inappropriate speeds.
- USRA – finances.

## **121. Borough and County Councillor Reports.**

None were present.

**Cllr Moore took the Chair of the meeting.**

## **122. Planning – to discuss the following planning applications**

### **a. 23/02171/FUL - Install an Air Conditioning Refrigeration Unit and converting existing east side window to door entrance - Commercial Building Westminster Drive Upper Saxondale Nottinghamshire.**

The Council did not object but hoped the unit would not be noisy, that there would be no visual intrusion and it would be as discreet as possible.

**Cllr Storey resumed as Chair of the meeting.**

### **b. 23/02360/FUL - Proposed single storey rear extension includes veranda - 14 Henson Lane Upper Saxondale Nottinghamshire NG12 2JR.**

The Council had no objection.

### **c. 24/00077/TPO - Trees: T1 and T2 (Lime)- Fell - Land to The Front of 3 and 15 Westminster Drive Upper Saxondale Nottinghamshire NG12 2NL.**

The Council had no objection.

### **d. 24/00016/FUL - Partial demolition of existing dwelling, removal and raising of existing roof/eaves including replacing existing two storey flat roof with pitched. Demolition of existing brick outbuildings and porches, replaced with proposed single storey lean-to with single storey outriggers to form courtyard garden. Two storey extension to rear and new porch to east facade. All windows replaced includes alterations and solar panels to new south facing roof. Proposed two storey outbuilding includes 3 bay garage at ground floor and studio at 1st floor. Associated parking and landscaping works - High Thorpe The Fosse Cropwell Butler Nottinghamshire NG12 3AP**

The Council had no objection.

### **e. 23/02359/FUL - Two storey outbuilding includes 3 bay garage at ground floor, studio at 1st floor with dormer, rooflights, external staircase and balcony - High Thorpe The Fosse Cropwell Butler Nottinghamshire NG12 3AP**

The Council had no objection.

## **123. Finance.**

### **a. To set the budget for 24/25.**

It was RESOLVED to set the 24/25 budget at £41 550.

### **b. To set the precept for 24/25.**

It was RESOLVED to set the 24/25 precept at £31 100, which is a 0.1% reduction on a Band D property.

### **c. To agree the February accounts for payments.**

It was RESOLVED to approve the following accounts for payment:

- Dilly Warman – Poppies - £34.50
- Anne Daly – Printer Cartridge – £28.85
- Information Commissioner – Annual Fee - £35.00
- RBC – Quarterly Playground Maintenance - £247.50

- Anne Daly – January salary - £288.49
- Anne Daly – February salary - £288.49
- HMRC – November & December - £144.80

#### **124. Land and Transfers**

##### **a. To discuss and agree the DWH Heads of Terms for the land transfer.**

It was RESOLVED to approve the following DWH Head of Terms

- David Wilson Homes, through BDW Trading Ltd (BDW), will transfer their remaining land at Upper Saxondale to Upper Saxondale Parish Council (USPC) for nil consideration. The land includes the parkland and the bowl area alongside Saxondale Drive.
- BDW will pay USPC £362,605.70 for the future upkeep of the land.
- There will be a covenant that the land will be used as public open space and BDW's consent will be required for any building on the land.
- BDW will pay USPC's reasonable legal fees.
- This is subject to BDW board approval.

##### **b. To receive an update on the small pockets of land.**

Issues on Chelsea Mews – to be discussed next month.

##### **c. To receive an update on work being carried out by DWH.**

Minor work such as bramble cutting back currently being carried out.

##### **d. To receive an update on the transfer of land from USRA and DWH.**

USRA to serve notice on DWH re the right of pre-exemption. It is hoped the transfer will take place by 31st March.

#### **125. Village Hall and Working Group**

##### **a. To receive updates for the Communications, Tennis, Events and FoUSCA Working Groups.**

FoUSCA to hold meeting on 12<sup>th</sup> February.

##### **b. To discuss and approve the following event as recommended by the Events working group – 8<sup>th</sup> March – A talk on the Catalina Flying boat.**

It was RESOLVED to approve the event taking place on 8<sup>th</sup> March.

##### **c. To receive an update on the village hall.**

Update to be provided at the March Meeting.

#### **126. Policies**

##### **a. To discuss and approve the Grievance Policy.**

It was RESOLVED to approve the Grievance Policy subject to minor amendments.

##### **b. To discuss and approve the Disciplinary Policy.**

It was RESOLVED to approve the Disciplinary Policy subject to minor amendments.

##### **c. To discuss and approve the Equality and Diversity Policy.**

It was RESOLVED to approve the Equality and Diversity Policy subject to minor amendments.

##### **d. To discuss and approve the Data Protection Policy.**

It was RESOLVED to approve the Grievance Policy subject to minor amendments.

##### **e. To note that NALC are issuing a new model Financial Regulations policy in March and that the PC will look to adopt Financial Regulations after that date.**

The points were noted.

#### **127. To note that the 2 Parish Councillor vacancies will be advertised – with a closing date of 31<sup>st</sup> March. Co-option to take place at the Parish Council meeting in April.**

It was noted that the Parish Council vacancies would be advertised shortly.

**128. To discuss and approve the purchase of 2 replacement benches at a cost of up to £1000 per bench.**

It was RESOLVED to approve the purchase of 1 bench at a cost of up to £1000.

**129. To discuss and approve the purchase of a new noticeboard for entrance to the Village Hall at a cost of up to £2500.**

It was RESOLVED to defer to the next meeting.

**130. To discuss and agree actions relating to the Councils Biodiversity Duty under the Environment Act 2021.**

It was RESOLVED that this would initially be considered by USCA.

**131. To discuss and approve an independent playground inspection by RoSPA Playsafe at a cost of £260 and to be included in the Nottinghamshire Annual inspection at a maximum cost of £100 per year.**

It was RESOLVED to approve an independent playground inspection by RoSPA Playsafe at a cost of £260 and to be included in the Nottinghamshire Annual inspection at a maximum cost of £100 per year.

**132. USRACIC Report.**

Work on the Woodland to take place 19<sup>th</sup> to 21<sup>st</sup> February.

**133. Correspondence**

Items raised – Conservation Area Review & request to take photographs of parkland.

**134. USPC Councillor Reports**

Cllr Kupfer – Open Gardens to be held on 15<sup>th</sup> June 2025.

**135. To discuss and agree the issue the new model contract of employment to the Clerk.**

It was RESOLVED to agree the new model contract of employment subject to certain amendments.

**136. To discuss and agree to backdating the recent NJC pay award to the Clerk to the beginning of July.**

It was RESOLVED to agree the recent NJC pay award for the Clerk and to back date it to the beginning of July.

**137. To discuss items for next agenda**

- Woodland walk/soft fruit area
- USRA – transfer of land
- Events working group – future event
- Bollards

**138. Dates of future Next Meetings.**

Next meeting to be held on 4<sup>th</sup> March.

**The Chairman thanked all for attending and closed the meeting at 9.30pm.**