



Radcliffe on Trent Parish Council  
The Grange, Vicarage Lane  
Radcliffe on Trent, Nottingham, NG12 2FB  
Tel: 0115 9335808 Email: clerk@rotpc.com Web: www.rotpc.com

September 15, 2020

## MEETING NOTICE TO THE PUBLIC

The meeting of the Parish Council is to be held by video conference at 7pm on Monday 21 September 2020. Members of the public are invited to attend and listen to the proceedings. (Zoom meeting access details attached)

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the committee, limited to fifteen minutes, during which time Standing Orders will be suspended.

### AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Full Council Extraordinary Remote Meeting held on 7<sup>th</sup> September 2020 for Approval
4. Chairman's Announcements
5. Clerk's Report on Previous Minutes
6. Open Session for Members of the Public to Raise Matters of Council Business, Limited to 15 Minutes
7. Representatives on Outside Organisations: To Consider P.C Representation on Surgery Forum
  
8. Planning & Environment
  - a) Applications: To Consider
  - b) Planning Decisions: To Note
  - c) NCC Recommendations on Bingham Road Humped Zebra Crossing
  - d) Station Adoption Community Group: To Consider a Partnership Working Group for Community Projects
  - e) Planning for the Future Govt White Papers
  - f) Roadworks Bulletins
  
9. Amenities
  - a) Hall Managers Report
  - b) Skatepark Update
  - c) To Re-consider Widening of Slack Hollow Entrance for Brush Cutting Access (Requested by Cllrs Clamp, Douglas and Mcleod)
  - d) Hollow Well Fence Repair: To Note N.C.C will Undertake Repair to Wooden Access Fence
  - e) Bungalow Tenancy: Expires 18 December
  
10. Finance and General Purposes
  - a) To Consider a Working Group to Recommend Policy on Village Emergency Contact Database
  - b) Press and Publicity Working Group – Update (information to follow)
  - c) Income and Expenditure Figures and Payments August 2020
  - d) Rolling Budget No. 2 August 2020
  
11. Correspondence
  - a) NALC: Remote Council Meetings
  - b) EMR Regional Services : Survey and Future Consultation
  - c) Unitary Authority Corres N.C.C and RBC
  - d) NALC 75<sup>th</sup> AGM: Voting Delegates x2
  
12. Parish Councillors and Outside Organisations Reports
13. Reports from Borough and County Councillors

*The Chairman to move that the press and public be excluded from the meeting during consideration of item 14 on the grounds that it involves the likely disclosure of exempt information as defined in section 1(2) of the Public Bodies (Admissions to meetings) Act 1960."*
14. To Accept the Minutes of the Personnel and Wages Sub Committee Meeting Held 09.09.2020
15. Date of Next Full Council Meeting - 05 October 2020

J. Grice  
Parish Clerk

Radcliffe On Trent Parish Council is inviting you to a scheduled Zoom meeting.

Topic: Radcliffe On Trent Parish Council's Zoom Meeting

Time: Sep 21, 2020 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/94893107535?pwd=RmVrZGxDWWFrUWNmTTJaU2FpMHdHZz09>

Meeting ID: 948 9310 7535

Passcode: 025945

Dial by your location

Meeting ID: 948 9310 7535

Passcode: 025945

local number: 0330 088 5830

Radcliffe on Trent Parish Council

Press and Publicity Joining the Zoom Meeting

There will be an option on entering to use your video, mic, and enter your name

- Name – The name you enter will be displayed on screen, so please decide before joining the meeting if you wish to use your first or last name only.
- Camera – This does not have to be used, you will see the Councillors and other attendees but we will not see you unless you have the camera on. If you wish to speak, it would be useful for your camera to be on, but it is not essential.
- Mic – You will need the mic on if you wish to speak, but to ensure the meeting runs as smoothly as possible, please leave your mic off until the public participation section of the meeting. At this point the Chair will ask for anyone wishing to speak, say your name to indicate you wish to speak, the Chair will then ask you to speak in turn. (Limited to 12 minutes) Please turn off your mic after speaking in this item for the remainder of the meeting to avoid background interference.

You can view the Parish Councils Privacy Policy by visiting:

[https://www.rotpc.com/wp-content/uploads/2018/05/Parish\\_Council\\_Privacy\\_NoticeV1.0.pdf](https://www.rotpc.com/wp-content/uploads/2018/05/Parish_Council_Privacy_NoticeV1.0.pdf)

Meetings are not presently recorded, but are minuted by Parish Council staff.

8a

PLANNING APPLICATIONS CV19 11. (21st September 2020 Remote Meeting)

RBC Ref	Date	Applicant	Location	Details	Dec	Vote	Comments
20/02173/ FUL	14.09.20	James Spencer	36 Orford Avenue	Erection of first floor side and single storey rear extension and pitched roof to existing porch and garage			Deadline to respond 5.10.20
20/02184/ FUL	14.09.20	Ms Elston	11 Nottingham Road	Garage conversion into home studio and office			Deadline to respond 05.10.20

8b

Rushcliffe Borough / County Council Decisions

Ref	Applicant	Location	Details	P.C Dec	PC Comments	RBC Dec
20/01070/ FUL	Mr and Mrs Alls	House on the Hill 1 Dewberry Lane	Erection of a new single storey extension. Construction of a new alternative access route and bridge structure off Cropwell Road for the existing property	DNO	-	Grant Permission
20/01444/ FUL	Miss Caroline Franklin	21 Chatworth Avenue	Construction of first floor extension above existing garage	DNO	-	Grant Permission

3 September 2020

Agenda Item:13

**REPORT OF THE CORPORATE DIRECTOR, PLACE****BINGHAM ROAD, RADCLIFFE ON TRENT - PROVISION OF HUMPED ZEBRA  
CROSSING****CONSIDERATION OF OBJECTIONS****Purpose of the Report**

1. To consider the objections received in respect of the above proposed pedestrian crossing and whether it should be implemented.

**Information**

2. Radcliffe-on-Trent is a large rural village, located approximately 7km east of Nottingham. Bingham Road is a local distributor road, which links the village centre with the A52 Grantham Road. Planning permission was granted by Rushcliffe Borough Council in June 2019 for the erection of 103 dwellings and associated infrastructure. This application forms part of a larger phased development of up to 400 dwellings given outline permission in November 2018 (Ref 13/02329/OUT). The development is located on land to the east of Shelford Road, which was previously used for agricultural purposes. Conditions attached to the planning permission require that a humped zebra pedestrian crossing be installed on Bingham Road in the vicinity of the Bingham Road / New Road junction.
3. In response to the planning requirement it is proposed to introduce a humped zebra crossing on Bingham Road, to the east of the New Road / Cropwell Road junction. The statutory notice relating to the crossing was publicly advertised between 6<sup>th</sup> March and 3<sup>rd</sup> April. The notice period was interrupted by the Covid19 emergency, which led to the Government's instructions regarding mandatory self-isolation and social distancing. This lockdown inhibited the public's opportunity to be meaningfully involved in the statutory notice process. To ensure the process was fully accessible to all, the consultation was resumed when restrictions on movement were lifted. The second notice period operated from 2<sup>nd</sup> July to 24<sup>th</sup> July 2020, a copy of the notice is attached. All submissions, received during both notice periods, are considered in this report.
4. During the notice periods a total of six responses were received, of which three expressed support and / or made comments on the proposals. These comments included a request for bus stop clearway markings to be installed at more stops on local bus routes and questions regarding the enforcement of parking restrictions.

5. It is considered that there are three outstanding objections to the proposals, including an objection from Radcliffe on Trent Parish Council.

### **Objections Received**

6. Objection – Crossing proposed in the wrong location / not required  
All respondents, including the Parish Council, objected to the proposal on the basis of its location. Respondents stated that the crossing location was too near to an existing zebra crossing, to the west of Cropwell Road and was therefore not required. One respondent suggested that parents and children were more likely to use an alternative route over private land to access Bingham Road. They considered that the new crossing was therefore not on the pedestrian desire line and would not be utilised.
7. Respondents also suggested that the crossing could create traffic congestion when lorries were unloading at the nearby Tesco retail store or safety issues when buses stopped at the adjacent stops. It was suggested the crossing should be located further along Bingham Road or that a mini roundabout should have been provided instead.
8. Response – Crossing proposed in the wrong location / not required  
Planning permission for the Shelford Road housing development was granted by Rushcliffe Borough Council. The permission was conditional on several requirements being met; one of which was the construction of a pedestrian crossing Bingham Road in the vicinity of the Bingham Road / New Road junction.
9. The crossing location was determined on the basis of the pedestrian desire lines using New Road between the residential development on Shelford Road and the Junior and Secondary schools located on Cropwell Road. This route is well-lit, maintained and utilises the public highway unlike the route suggested by the respondent, which is not adopted Highway and does not appear on the definitive map as a designated public right of way. The proposed crossing location is supported by County Councillor Cutts.
10. The detailed design to obtain technical approval for the new crossing as part of a section 278 agreement, required a safety audit. The audit was undertaken, and no road safety issues related to the crossing location were identified. The crossing subsequently received technical approval from Via East Midlands / Nottinghamshire County Council.
11. Whilst it is noted that the respondents would prefer the crossing to be located elsewhere or alternative highway features installed, the proposed location has been subject of a safety audit and is on the desire line for pedestrians wishing to access the schools, shops and services in Radcliffe on Trent village centre.

### **Other Options Considered**

12. Other options considered included the extent of the crossings controlled area, which could have been lesser or greater. It is considered that the proposed scheme presents a reasonable and proportionate balance between the needs of all highway users, including non-drivers, who live in or visit the area.

### **Comments from Local Members**

13. Councillor Cutts expressed support for the proposed crossing at this location.

### **Reason/s for Recommendation/s**

14. The proposed scheme will facilitate pedestrian movements over Bingham Road to destinations, such as the schools, to the east of the village centre. The measures contained in the proposals meet the requirements of the Shelford Road development planning conditions and are considered appropriate taking into account a balanced view of the needs of all sectors of the community, including non-drivers.

### **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the public-sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

#### **Crime and Disorder Implications**

16. Nottinghamshire Police responded to confirm that they had no objection or comments to make on the proposals. No additional crime or disorder implications are envisaged.

#### **Financial Implications**

17. The scheme is being wholly funded by the developer.

#### **Human Rights Implications**

18. The implementation of the proposals within this report might be considered to have a minimal impact on human rights (such as the right to respect for private and family life and the right to peaceful enjoyment of property, for example). However, the Authority is entitled to affect these rights where it is in accordance with the law and is both necessary and proportionate to do so, in the interests of public safety, to prevent disorder and crime, to protect health, and to protect the rights and freedoms of others. The proposals within this report are considered to be within the scope of such legitimate aims.

#### **Public Sector Equality Duty implications**

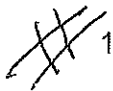
19. As part of the process of making decisions and changing policy, the Council has a duty 'to advance equality of opportunity between people who share a protected characteristic and those who do not' by thinking about the need to:
- Eliminate unlawful discrimination, harassment and victimisation;
  - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who don't;
  - Foster good relations between people who share protected characteristics and those who don't.
20. Disability is a protected characteristic and the Council therefore has a duty to make reasonable adjustments to proposals to ensure that disabled people are not treated unfairly.

## **Safeguarding of Children and Adults at Risk Implications**

21. The proposals are intended to have a positive impact on all highway users, particularly vulnerable users travelling to the village Junior and Secondary schools.

## **RECOMMENDATION/S**

It is recommended that:

- 
- 1) The humped zebra crossing proposed for Bingham Road is implemented as advertised and the objectors informed accordingly.

**Adrian Smith**  
**Corporate Director Place**

**For any enquiries about this report please contact:** Mike Barnett - Team Manager (Major Projects and Improvements) / Helen North (Improvements Manager) 0115 977 2087

## **Constitutional Comments (SJE 19/08/2020)**

22. This decision falls within the Terms of Reference of the Communities & Place Committee to whom responsibility for the planning, management and maintenance of highways (including traffic management) has been delegated.

## **Financial Comments (SES 19/08/2020)**

23. The financial implications are set out in paragraph 17.

24. The cost of this scheme will be funded by the developer as per the conditions attached to the planning permission that require that a humped zebra pedestrian crossing be installed on Bingham Road in the vicinity of the Bingham Road / New Road junction.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

All relevant documents for the proposed scheme are contained within the scheme file which can be found in the Major Projects and Improvements section at Trent Bridge House, Fox Road, West Bridgford, Nottingham.

## **Electoral Division(s) and Member(s) Affected**

Radcliffe on Trent ED - Councillor Kay Cutts

## PROVISION OF HUMPED ZEBRA CROSSING

**NOTICE IS HEREBY GIVEN** that the Nottinghamshire County Council in exercise of its powers under Section 23 of the Road Traffic Regulation Act 1984 (zebra crossing) and Section 90A - 90I of the Highways Act 1980 (traffic calming hump), proposes to install a humped zebra pedestrian crossing across Bingham Road, Radcliffe on Trent in the Borough of Rushcliffe approximately 29 metres east of its junction with New Road.

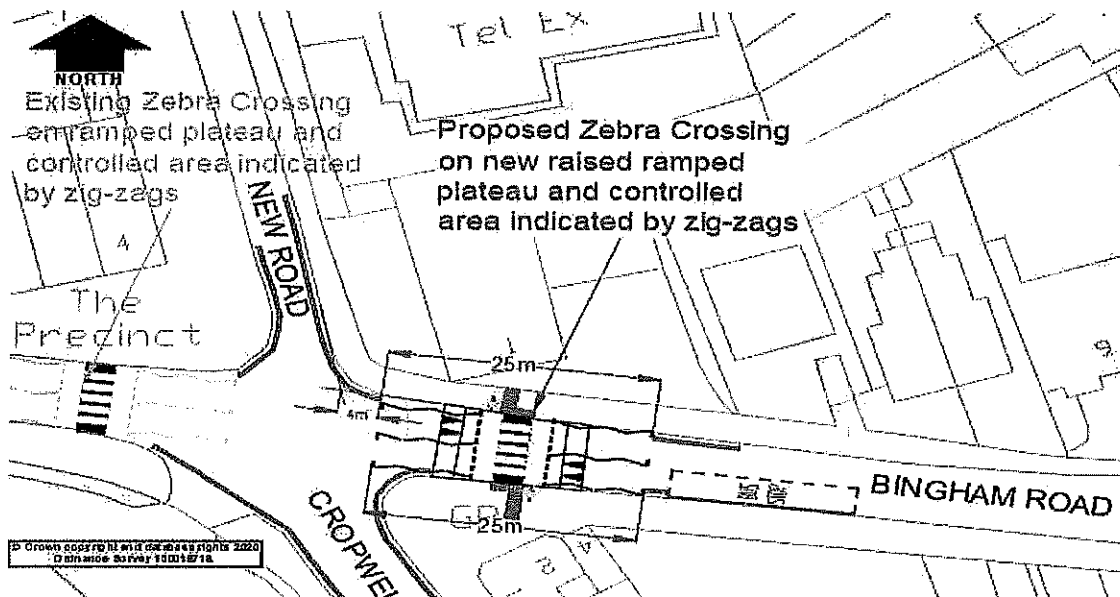
The crossing will incorporate a controlled area, on a new raised plateau, indicated by zig-zag markings along the carriageway where parking and loading will be prohibited. The extents of the controlled area are:-

### BINGHAM ROAD, RADCLIFFE ON TRENT (the north side)

- From a point 4 metres east of its junction with New Road in an easterly direction for 25 metres

### BINGHAM ROAD, RADCLIFFE ON TRENT (the south side)

- From its junction with Cropwell Road in an easterly direction for 25 metres



Written comments / objections either by letter or email to [tmconsultation@viaem.co.uk](mailto:tmconsultation@viaem.co.uk) (stating grounds) must be received by the 24<sup>th</sup> July 2020. Any details you provide may be shared with Nottinghamshire County Council as appropriate.

The crossing is being installed to assist pedestrians in crossing the road. The raised crossing plateau (10metres wide) is in keeping with other crossings on Bingham Road.

**Improvements Manager,  
Major Projects and Improvements,  
Via East Midlands Ltd,  
Bilsthorpe Depot,  
Bilsthorpe Business Park,  
Bilsthorpe,  
Nottinghamshire NG22 8ST**

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Meeting:	<b>Joint Committee on Strategic Planning and Transport</b>
Date:	11 September 2020
From:	Joint Officer Steering Group

## Planning for the Future White Paper

### 1 Summary

1.1 The Ministry of Housing, Communities and Local Government published its much-anticipated Planning for the Future white paper on 6<sup>th</sup> August 2020. The white paper contains far-reaching proposed changes to the planning system, which will impact on the work of this Committee. The consultation on the white paper closes on 31<sup>st</sup> October 2020.

### 2 Background

- 2.1 The Government has long held the view that the planning system is outdated, slow and bureaucratic. The publication of the Planning for the Future white paper proposes a wholesale review of both plan making, decision taking and developer contributions. The white paper can be viewed at <https://www.gov.uk/government/consultations/planning-for-the-future>. Its main proposals are summarised below.
- 2.2 Local plans would be simplified and focus on identifying three categories of land – "growth areas" that are "suitable for substantial development"; "renewal areas" that are "suitable for development"; and "protected areas". In "growth areas", outline approval would be automatically granted for forms and types of development specified in the plan. Development in renewal areas would "cover existing built areas where smaller scale development is appropriate" and could include the "gentle densification" of residential areas, development in town centres, and small sites in and around villages. There would be a "statutory presumption in favour of development" specified in the plan. Protected areas, including green belt, conservation areas and Areas of Outstanding Natural Beauty (AONBs), would still be subject to "more stringent" development controls and full planning applications would be required for new schemes.
- 2.3 Local plans should be subject to a single and "simplified" statutory "sustainable development" test, replacing the existing "tests of soundness". This new test "would consider whether the plan contributes to achieving sustainable development in accordance with policy issued by the secretary of state", the consultation states. The test could also "become less prescriptive about the need to demonstrate deliverability".
- 2.4 Instead of general policies for development, the document says, local plans would be required to set out site- and area-specific requirements for development, alongside locally-produced design codes. The National Planning Policy Framework (NPPF) "would become the primary source of policies for development management".
- 2.5 The legal duty to cooperate, which requires local planning authorities to continuously and effectively engage with neighbours on strategic issues such as housing need, "would be removed". However, it adds that "further consideration will be given to the way in which strategic cross-boundary issues, such as major infrastructure or strategic sites, can be adequately planned for, including the scale at which plans are best prepared in areas with significant strategic challenges".

- 2.6 The government is considering scrapping the five-year housing land supply requirement. The document says its "proposed approach should ensure that enough land is planned for, and with sufficient certainty about its availability for development, to avoid a continuing requirement to be able to demonstrate a five-year supply of land". However, it proposes to "maintain the housing delivery test and the presumption in favour of sustainable development as part of the new system".
- 2.7 Councils and the Planning Inspectorate would be required through legislation to meet a statutory timetable of no more than 30 months for plan preparation with "sanctions for those who fail to do so". The average time taken from plan publication to adoption rose from an average of 450 days in 2009 to 815 days in 2019, the paper states, while there is "currently no statutory requirement around timescales for key stages of the plan-making process".
- 2.8 The need for sustainability appraisals alongside plans would be abolished and instead a "simplified process for assessing the environmental impact of plans, which would continue to satisfy the requirements of UK and international law and treaties".
- 2.9 Local plans would need to be "visual and map-based, standardised, based on the latest digital technology and supported by a new standard template", the document says.
- 2.10 The planning process would be increasingly digitised, moving from "a process based on documents to a process driven by data". Local authorities would be helped to use digital tools to support "a new civic engagement process for local plans and decision-making".
- 2.11 Under a proposed new "fast-track for beauty", proposals for high-quality developments that reflect local character and preferences would benefit from "automatic permission". New development would be expected to create a "net gain" to areas' appearance.
- 2.12 Design codes, which would be expected to be prepared locally, would be made "more binding" on planning decisions. A new body would be established to support the delivery of design codes across the country.
- 2.13 The standard housing need method would be changed so that the requirement would be "binding" on local planning authorities who would "have to deliver [it] through their local plans". The new method "would be a means of distributing the national housebuilding target of 300,000 new homes annually". It says the requirement would be focused on areas where affordability pressure is highest and on brownfield land. It would also have regard to the "size of existing urban settlements" in an areas and the "extent of land constraints".
- 2.14 A new 'single infrastructure levy' will replace the existing developer contributions system of section 106 agreements and the community infrastructure levy. The government says the new levy will be a nationally-set, flat rate charge and would be based on the final value (or likely sales value) of a development. It says it intends the new levy to raise more revenue than under the current system of developer contributions, and deliver "at least as much" affordable housing, and on-site affordable housing, as at present
- 2.15 The new levy could be used to "capture a greater proportion of the land value uplift that occurs through the grant of planning permission, and use this to enhance infrastructure delivery. But such a move "would need to be balanced against risks to development viability".

- 2.16 The scope of the levy "could be extended to capture changes of use through permitted development rights". Such a move "would allow these developments to better contribute to infrastructure delivery and making development acceptable to the community.
- 2.17 Big development sites would be split between developers to accelerate delivery. The government proposes to revise the NPPF to make it clear that masterplans and design codes for sites prepared for substantial development should seek to include a variety of development types from different builders, which would allow more phases to come forward together.
- 2.18 Community consultation at the planning application stage is to be "streamlined". Instead, there would be "a new emphasis on engagement at the plan-making stage", the document says.
- 2.19 The determination of planning applications "should be faster and more certain, with firm deadlines". The "well-established time limits of eight or 13 weeks for determining an application from validation to decision should be a firm deadline – not an aspiration which can be got around through extensions of time as routinely happens now".
- 2.20 Applications should be "shorter and more standardised". There should be just "one key standardised planning statement of no more than 50 pages to justify the development proposals", the paper proposes.
- 2.21 Penalties for councils that fail to determine an application within the statutory time limits could involve "the automatic refund of the planning fee for the application". Ministers also "want to explore whether some types of applications should be deemed to have been granted planning permission if there has not been a timely determination". Where applications are refused and the decision is overturned at appeal, the paper proposes that "applicants will be entitled to an automatic rebate of their planning application fee".
- 2.22 Each local planning authority would be required to have a chief officer for design and place-making.
- 2.23 Fees should continue to be set nationally but "cover at least the full cost" of processing applications, "based on clear national benchmarking". It added that this "should involve the greater regulation of discretionary pre-application charging to ensure it is fair and proportionate". The costs of operating the planning system should be "principally funded" by developer contributions "rather than the national or local taxpayer". Currently, the document says, "the cost of development management activities by local planning authorities is to a large extent covered by planning fees". However, the "cost of preparing local plans and enforcement activities is now largely funded from the local planning authority's own resources".
- 2.24 The government has promised to "develop a comprehensive resources and skills strategy for the planning sector to support the implementation of our reforms". Proposals for "improving the resourcing of planning departments" will be published "later this year", it adds.
- 2.25 Councils "should be subject to a new performance framework which ensures continuous improvement across all planning functions from local plans to decision-making and enforcement – and enables early intervention if problems emerge with individual authorities".

- 2.26 Consultation on the white paper proposals run for 12 weeks until October 29. The suggested changes to local plans, developer contributions and development management will require primary legislation followed by secondary legislation. The white paper expects new local plans to be in place by the end of the Parliament.
- 2.27 Clearly, these are very significant changes to the planning system, which will require a considered response. Both Councils will be responding in their own right, but it will also be recommended that a joint response be prepared on behalf of the Greater Nottingham Joint Planning Advisory Board, on matters of strategic interest where there is a consensus of view.
- 2.28 In parallel with the white paper, the government has also published "Changes to the current planning system: Consultation on changes to planning policy and regulations". Of most relevance to this Committee, it proposes a revised standard methodology to determine housing need. This consultation has an earlier deadline of 1 October 2020.
- 2.29 Changes in the standard methodology, if unchanged by the consultation, would result in the following housing need:

Area	Existing standard methodology	Proposed standard methodology
Ashfield	481	813
Broxtowe	368	490
Erewash	392	344
Gedling	458	534
Nottingham City	1,149	897
Rushcliffe	604	1,054

### **3 Recommendation(s)**

- 3.1 The Joint Committee:
- (a) considers the content of the white paper in so far as it relates to the work to the Committee; and
  - (b) notes the intention of both councils to respond to the consultations, and for a joint response to be prepared and submitted by the Greater Nottingham Joint Planning Advisory Board.

### **4 Background papers referred to in compiling this report**

- 4.1 Planning for the Future white paper, MHCLG, August 2020

## Skatepark Update

There are a couple of issues still to be resolved:

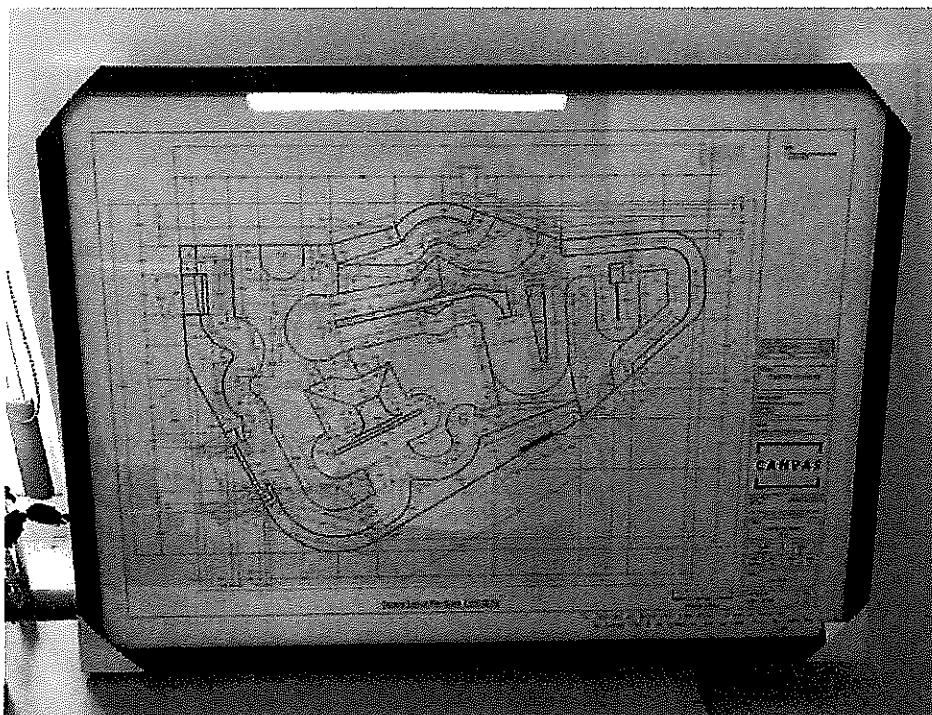
- a) 2 Lamp columns are not coming on

Clerk, Chair of Amenities and Chair of Skatepark Committee met the contractor at site on Monday 14 September, Lamp column no4 had a replacement fuse and Lamp column no1 is being investigated as constantly tripping.

- b) Soil needs regrading around bottom right area due to constant silt build up in Aco Drain. Also top soil and seed overall area in order for grass to take. Work needs to be carried out in phased stages so that areas can be fenced off one at a time, but users still able to access Skatepark

Canvas agreed that locally sourced quotes to be obtained, costs will be deducted from project retention monies held back for 12 months.

- c) Framed blue print of Skatepark received to put up in Hall or Grange (a present from Canvas)



Hi Jacki

I would like the Parish Council to revisit the consideration of a gate at Slack Hollow. I do not think it was given sufficient consideration and was dismissed without any investigations.

With regard to allowing access for mowing :- An efficient, free mowing of the lily ponds means that we can clear whole areas for recreation rather than just narrow paths amongst acres of nettles. I have seen this machine in action at Dewberry Hill and it is incredibly efficient, cutting wide swathes of scrub faster than you or I could walk and it is all controlled by a Playstation-type control that the person in charge wears around his neck. It is capable of tackling very steep inclines as it has caterpillar tracks. The issue of danger to the public is nonsense as signage always goes up when grass cutting is taking place and / or the area is closed briefly.

Equally important, there may be a future need for access to the weir by emergency or other vehicles - [although they would have to be 4x4 type] - we must make this possible. Phil's Conservation Group, [of which I am a member], are prepared to clear a path in the vegetation at the bottom of the concrete steps so it would only be the top that we need to spend money on. A gate for a few horses at the end of the Cliff Walk was built, so there is a precedence. This is very little different and would affect far more people.

Regards > Anne Mc

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Dear Jacki

Reitem on agenda last night - 11a. I think it was said that 3 of us needed to query this for it to be reviewed. I do not see a H&S issue with "widening" the entrance by putting in a locked gate that means normally the entrance is the same size as now but can be made larger by opening the locked gate when required. Indeed this may have advantages for other types of access in the future so I would support this. There may be issues then getting the proposed mower down the incline safely but that may be solvable or another mower used. However I feel the option of the gate for wider access when required which could be for a variety of reasons is something that should be considered.

Regards, Maggie.

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SLACK HOLLOW

I'd like to support Anne in reopening up this discussion at the next council meeting.

Thanks

Matt

92)

## Clerk - ROTPC

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**From:** Clerk - ROTPC <clerk@rotpc.com>  
**Sent:** 01 September 2020 15:04  
**To:** Clerk - ROTPC  
**Subject:** RE: Access to Lilly Ponds

Hi Jacki

I can organise the repair to the timber rail - I think that would be the most straight forward solution. Whilst I can appreciate the advantages longer term, I cannot see any opportunity for funding the upgrade to a metal rail in the near future due to many competing requests on a very limited area budget.

Regards

Area Rights of Way Officer - Rushcliffe

Head Office: Bilsthorpe Highways Depot, Bilsthorpe Business Park, Eakring Road, Bilsthorpe, Newark NG22 8ST

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Let us know if you need any assistance such as help with mobility, vision or hearing, or information in a different format.

-----Original Message-----

**From:** Clerk - ROTPC <clerk@rotpc.com>  
**Sent:** 24 August 2020 11:09  
**To:** Jacki Grice  
**Subject:** FW: Access to Lilly Ponds

Hi James

Is there any progress with this I can report?

Many thanks

Jacki Grice

9e

# Clerk, ROTPC

**From:**  
**Sent:** 11 September 2020 15:46  
**To:** 'clerk@rotpc.com'  
**Subject:** From: Royston & Lund - 19 Rockley Avenue - Tenancy Renewal

Dear Mrs Grice

The tenancy at the above property is due for renewal on 18 December 2020.

I would be grateful if you would kindly advise if you would like us to offer the tenants a further fixed term renewal of six months with upfront rental?

We would recommend leaving the rent at the same level at this point.

The Government introduced legislation to both the private and social rented sectors in England on Saturday 29 August 2020, meaning landlords must now provide tenants with six months' notice seeking possession of their property, under the Coronavirus Act 2020, until March 2021.

As per our Terms of Business the cost for negotiating, preparing and exchanging the renewal documents is £50.00 + VAT (£60.00) which would be deducted from your rental income.

I look forward to hearing from you.

Many thanks

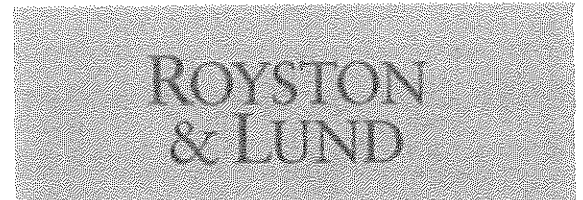
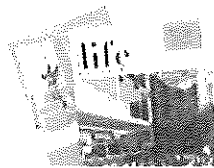
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Results of 'opting in' to a Village Emergency Contact List

The lockdown volunteer list comprised of 170 volunteers, all roads in Radcliffe on Trent were covered for the purpose of the lockdown. All volunteers have responded via email if they wish to remain on village emergency contact database.

The listing now comprises of 73 Volunteers. 154 roads were originally covered by Volunteers.

66 Roads are no longer covered. These are:

Addington Court	Harewood Close	Oak Avenue	Stanford Gardens
Brookfield Close	Harlequin Close	OakTree Avenue	Station Terrace
Butler Avenue	Harlequin Mews	Palin Gardens	Summer Way
Centre Way	Hopewell Close	Park Road	Sydney Grove
The Chestnuts	Holme Farm Lane	Parr Court	The Chestnuts
Cliff Road	Jasper Close	Penrith Avenue	Thorsby Close
Cliff Way	Kingston Court	Portage Close	Vancouver Ave
Covert Crescent	Lorne Grove	Prince Edward Cres	Victoria Street
Craig Moray	Main Rd inc Tudor Grange	Queens Road	Wakefield Ave
The Crescent	Malkin Avenue	Radcliffe Lodge	Walnut Court
Cutlers Court	Morley Gardens	Richmond Terrace	Walnut Grove
Dewberry Lane	Morton Gardens	Rockley Ave	Westcliffe Ave
Dowson Close	New Road	Rushcliffe Avenue	Westcliffe Ct Flats
Eastwood Road	Newstead Avenue	St Lawrence Boul	West End Villas
Fenimore Court	Newton Avenue	Saddlers Gate	Woodside Avenue
Fernwood Drive	Nursery Close	Shelford Close	
Golf Road	Nursery Road	South Avenue	

Questions raised regards policy making on this issue include:

- Q. How do people remove themselves from it?
- Q. How do new people become aware of it?
- Q. How do we cleanse the database and how regularly?
- Q. How is it stored?
- Q. How often do we re-contact?
- Q. What scenarios are considered appropriate for us to contact them?

**Suggest a Working Group meeting to consider in detail.**

Radcliffe on Trent Parish Council  
 Payments listing  
 August 2020

10E

Date	Num	Name	Memo	Amount
18/08/2020	BACS	Transfer to CCLA	Funds Transfer	20,000.00
28/08/2020	BACS	AT2 Tree Surgery	Cut, log and chip fallen cedar branches in the Park	175.00
22/08/2020	BACS	Autopay	Staff pay for month	9,069.02
11/08/2020	BACS	Battershall Paul	Refund Village Show stall payment	* 25.00
14/08/2020	BACS	Canvas Spaces Ltd	Valuation 6	* 15,000.00
18/08/2020	BACS	Canvas Spaces Ltd	Valuation 6	* 16,979.40
21/08/2020	BACS	Chris Smith Stump Grinding	Grinding 9/10 stumps in bungalow garden for lawn	210.00
14/08/2020	BACS	Derbyshire Ass of Local Councils	Chair Skills training for 4 Councillors	200.00
14/08/2020	BACS	GlobeSec	Annual service of CCTV and bi-annual service of fire and intruder alarms	623.88
14/08/2020	BACS	Hags- SMP Ltd	Supply and fit basket swing, grass matting and scramble net assembly	6,418.80
21/08/2020	BACS	HM Revenue & Customs	PAYE and NI for month	1,963.16
21/08/2020	BACS	James Earp	Last week of pay and holiday pay	247.75
14/08/2020	BACS	John A Stephens	Supplies for installing bin at skate park	82.47
25/08/2020	BACS	Markham Jackie	Refund of Village show stall invoice	* 25.00
21/08/2020	BACS	NCC Pension Fund	Staff and Employer pension contributions for month	2,276.95
14/08/2020	BACS	P M Winter	Contract mowing for July and spraying cemetery	2,760.61
14/08/2020	BACS	Streetwise Environmental Ltd	Painting valley road swings and tractor	1,592.86
21/08/2020	BACS	Streetwise Environmental Ltd	Painting play equipment and minor repairs to horse rocker and removal of tyres - Wharf Lane	3,378.00
21/08/2020	BACS	Thoresby Joinery & Building Co Ltd	Repair public toilet door lock	55.20
14/08/2020	BACS	Urban Imprint	Stage 1 or NHP review	1,230.00
21/08/2020	Cash	Iris Business Software	1 000 Payslips and envelopes specific to software	208.80
28/08/2020	DC	Amazon	PPE for Joe	59.95
28/08/2020	DC	Amazon	Office and hall supplies	143.26
14/08/2020	DC	Amazon	Wood hardener for play equipment	17.30
21/08/2020	DC	Amazon	Kettle for grounds staff	17.99
21/08/2020	DC	Amazon	Visors for Jacki	* 14.99
21/08/2020	DC	Blueprint Notts	Banner for skatepark noise and litter	80.00
21/08/2020	DC	DHL	Duty on Defogger machine for hall	16.82
14/08/2020	DC	PHS Group plc	5 hand sanitiser units and 10ltr hand sanitiser	* 351.00
14/08/2020	DC	Post Office Ltd	100 2nd class stamps	85.00
08/08/2020	DD	British Gas	Electricity for Mess Room for a month	16.81
24/08/2020	DD	British Gas	Hall electricity for Hall - 1 month	277.74
18/08/2020	DD	British Gas	Public toilet electricity - 1 month	11.69
17/08/2020	DD	British Gas	Electricity for Grange 1 month	60.95
28/08/2020	DD	British Gas	Final bungalow gas bill - pre tenant	79.11
26/08/2020	DD	British Gas	Estimated gas bill for bungalow - pre tenant	236.50
15/08/2020	DD	EE Phones	Phones for caretakers and groundsman	38.86
28/08/2020	DD	ico	Annual Data protection renewal fee	60.00
14/08/2020	DD	Iris Business Software	Pension licence for month	11.83
31/08/2020	DD	Jetcard	Fuel for grounds machinery and van	93.27
14/08/2020	DD	Lantec Services Ltd	Line rental and calls	118.08
15/08/2020	DD	Natwest	On line banking monthly fee and charges	12.00
01/08/2020	DD	RBC - Grange Hall	Grange Hall non domestic rates monthly charge	823.00
01/08/2020	DD	RBC - Licence	Entertainment licence band B for year to 31 July 2021	180.00
07/08/2020	DD	RBC - non domestic Grange	Non domestic rates for The Grange - monthly charge	165.00
01/08/2020	DD	RBC - Non domestic Toilet	Public Toilet non domestic rates - monthly charge	62.00
26/08/2020	DD	Streamline	Monthly cost of debit card facility and usage	10.79
08/08/2020	DD	Streamline	Monthly cost of debit card facility and usage	23.94
01/08/2020	DD	Worcester Bosch Ltd	Monthly instalment for Bungalow boiler contract	23.87
15/08/2020	DD	Worldpay	Use of debit card system in month	10.79

£85,403.05

Approved by:.....

Date..... \* Fully or partially recovered

Net results for 2020- 2021 as at August 2020							
		Actual year to date			Net covid	Under spend	% Actual
		Income	Exp	Net	budget		over budget
		£	£	£	£	£	
<b>ADMINISTRATION</b>							
	Office Administration	1,679	8,763	7,074	18,074	11,000	39%
	COVID 19 support	13,975	0	(13,975)	(11,500)	2,475	122%
	Democracy		1,253	1,253	3,350	2,097	37%
	Campaigning/Social Media = PR		0	-	1,000	1,000	0%
	Net Grants	0	0	-	5,000	5,000	0%
	Health & Safety and GDPR		132	132	2,000	1,868	7%
	HR	25,000	0	(25,000)	3,000	28,000	-833%
	Newsletter	0	0	-	-	-	#DIV/0!
	Village Guide		0	-	-	-	#DIV/0!
	Neighbourhood Plan	0	1,025	1,025	1,200	175	85%
	Public Realm incl signboards		0	-	-	-	#DIV/0!
	Staff		76,057	76,057	181,611	105,554	42%
	Contingency	0	0	-	329	329	0%
		40,653	87,220	46,567	204,064	157,497	23%
	<b>The Bungalow</b>	5,370	2,981	-2,389	(4,300)	(1,911)	56%
<b>OPERATIONS</b>							
<b>AMENITIES</b>							
	Cemetery	7,065	3,120	(3,945)	(1,000)	2,945	395%
	Christmas Decorations		0	-	6,000	6,000	0%
	Donated plants/benches	33	0	(33)	-	33	#DIV/0!
	Grounds maintenance	20	15,677	15,657	48,268	32,611	32%
	Leisure Development		0	-	2,000	2,000	0%
	Play areas		2,908	2,908	8,340	5,432	35%
	Public Toilets	12,288	681	(11,606)	(10,707)	899	108%
	Vehicles and Machinery	0	628	628	2,000	1,372	31%
		19,406	23,014	3,608	54,901	51,293	7%
<b>GRANGE AND GRANGE HALL</b>							
	Grange	71	3,339	3,269	6,750	3,481	48%
	Grange Hall	-1,257	21,894	23,151	50,083	26,932	46%
		-1,186	25,234	26,420	56,833	30,413	46%
	Events	0	8	8	(150)	(158)	-6%
	<b>Total Operations</b>	18,220	48,256	30,036	111,584	81,548	27%
	<b>Total</b>	64,243	138,457	74,214	311,348	237,134	24%
	Precept	153,265		(153,265)	(311,348)	311,348	49%
		217,508	138,457	(79,050)	-	(74,214)	
			Aug-20	March 2020			
			£	£			
<b>Free Reserves</b>							
	Designated Reserve - Grange Hall		169,886	90,836			
	Designated Reserve - Building Maintenance		10,000	10,000			
	Designated Reserve - Van/Machinery		6,000	6,000			
	Designated Reserve - Election Fund		5,000	5,000			
	Designated Reserve - Cemetery		10,000	10,000			
	Designated Reserve - Election Fund		4,587	3,462			
<b>Designated Reserves</b>							
	Restricted Reserve - Leisure Development		35,587	34,462			
	Restricted Reserve - Leisure Development		3,000	3,000			
	Restricted Reserve - Conservation Group		224	236			
<b>Restricted Reserves</b>							
			3,224	3,236			
<b>Total Reserves</b>							
			£208,697	£128,534			
<b>Plus CCLA Property Fund at cost</b>							
			£75,000	£75,000			
<b>Bank and CCLA Deposit</b>							
			£216,039	£186,100			
<b>Fixed assets - Valuation</b>							
			£3,296,598	£3,296,598			
<b>Loans</b>							
			£163,972	£173,735			

Radcliffe on Trent Parish Council Budget for 2020/2021 - amended for COVID 19 as at 10<sup>th</sup> August 2020

COVID 2		as at August 2020				
Net budget results for 2020- 2021						
		Rolling Budget 2020/21			2020/21	Percentage
		Income	Exp	Net	Covid budget	change
		£	£	£	£	
<b>ADMINISTRATION</b>						
<b>FINANCE AND GENERAL</b>						
	Administration	2,809	18,431	15,623	16,744	93%
	COVID 19	32,450	2,418	(30,032)	(5,670)	
	Furlough	8,342		(8,342)	(4,500)	
	Democracy		3,278	3,278	3,350	98%
	Campaigning/Social Media = PR		1,000	1,000	1,000	
	Grants/Donations		5,000	5,000	5,000	100%
	Health and Safety		1,982	1,982	2,000	99%
	HR		3,000	3,000	3,000	100%
	Neighbourhood Plan		2,625	2,625	1,200	
	Staff		180,791	180,791	181,611	100%
	Contingency		23,729	23,729	329	7212%
		43,601	242,254	198,653	204,064	97%
	The Bungalow	8,455	4,218	(4,237)	(4,300)	99%
<b>OPERATIONS</b>						
<b>AMENITIES</b>						
	Cemetery	13,375	10,565	(2,810)	(1,000)	281%
	Christmas Decorations		6,000	6,000	6,000	100%
	Donated plants/benches	1,933	1,850	(83)	-	#DIV/0!
	Grounds maintenance	28	45,430	45,402	48,268	94%
	Leisure development		2,000	2,000	2,000	100%
	Play areas/Skatepark		8,017	8,017	8,340	96%
	Public Toilets	12,287	1,576	(10,711)	(10,707)	100%
	Vehicles and Machinery		2,003	2,003	2,000	100%
		27,623	77,441	49,818	54,901	91%
<b>GRANGE AND GRANGE HALL</b>						
	Grange	491	7,844	7,353	6,750	109%
	Grange Hall	2,244	54,758	52,514	50,083	105%
		2,735	62,602	59,867	56,833	105%
	Events	0	8	8	(150)	-5%
<b>TOTAL OPERATIONS</b>		30,358	140,051	109,693	111,584	98%
<b>Total</b>		82,414	386,524	304,110	311,348	98%
<b>Precept</b>		311,348		(311,348)	(311,348)	100%
		393,762	386,524	(7,238)	-	
			Actual			
			Mar-20	March 2021	March 2020	March 2019
			£	£	£	£
<b>Free Reserves</b>			90,836	98,074	90,836	64,357
<b>Designated Reserve - Grange Hall</b>			10,000	10,000	10,000	10,000
<b>Designated Reserve - Building Maintenance</b>			6,000	6,000	6,000	6,000
<b>Designated Reserve - Van/Machinery</b>			5,000	5,000	5,000	5,000
<b>Designated Reserve -Cemetery/ Playarea development</b>			10,000	10,000	10,000	10,000
<b>Designated Reserve - Election Fund</b>			3,462	6,162	3,462	10,856
			34,462	37,162	34,462	41,856
<b>Restricted Reserve - Leisure Development</b>			3,000	3,000	3,000	3,000
<b>Restricted Reserve -Conservation Group</b>			236	100	236	295
			3,236	3,100	3,236	3,295
			128,534	138,336	128,534	109,508
			75,000	75,000	75,000	75,000
<b>Bank + CCLA deposit</b>			354,351	174,000	184,000	186,100
<b>Fixed assets (inc £75k CCLA property fund) Valuation</b>			3,296,598	3,286,030	3,296,598	3,198,751
<b>Loans</b>			173,735	154,209	173,735	193,262

Radcliffe on Trent Parish Council Budget for 2020/2021 - amended for COVID 19 as at August 2020

	11/09/2020 12:17												2020/21	2020/21				
	apr	may	jun	Quarter 1	Jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	Rolling budget	Covid budget
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>INCOME BUDGET FOR 2020 - 2021</b>																		
<b>ADMINISTRATION</b>																		
Administration - interest	819	76	68	963	700	16	25	741	500	30	25	555	500	25	25	550	2,809	3,000
COVID 19 Funding	5,000	2,000	-	7,000	50	25,000	400	25,450	-	-	-	-	-	-	-	-	32,450	7,000
Furbough	1,089	1,564	2,828	5,481	1,443	-	1,118	2,561	300	-	-	300	-	-	-	-	6,342	4,500
Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Newsletter	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ADMINISTRATION</b>	<b>6,908</b>	<b>3,640</b>	<b>2,896</b>	<b>13,444</b>	<b>2,193</b>	<b>25,016</b>	<b>1,543</b>	<b>28,752</b>	<b>800</b>	<b>30</b>	<b>25</b>	<b>855</b>	<b>500</b>	<b>25</b>	<b>25</b>	<b>550</b>	<b>43,601</b>	<b>14,500</b>
The Bungallow Annual rent	-	-	5,370	5,370	-	-	-	-	-	-	400	400	895	895	895	2,685	8,455	6,960
<b>OPERATIONS</b>																		
Burials	540	-	540	1,080	1,927	1,380	560	3,847	560	820	560	1,940	820	560	560	1,940	8,807	6,600
Sale of plots	500	-	250	750	688	250	250	938	500	250	250	1,000	250	250	250	1,000	2,938	2,000
Headstones/plaques/keeps	130	-	230	360	520	130	130	780	130	130	-	260	130	-	100	230	1,630	1,400
Cemetery	1,170	-	1,020	2,190	3,135	1,740	800	5,565	1,180	1,200	810	3,200	1,200	560	660	2,420	13,375	10,000
Donations	-	-	-	-	33	-	1,300	1,333	300	-	-	300	8	300	300	300	1,933	1,100
Grounds - hire (Pav, pitch, Lily)	11	-	5	20	-	-	-	-	-	-	-	-	8	-	-	8	28	8
Public Toilets	12,287	-	-	12,287	-	-	-	-	-	-	-	-	-	-	-	-	12,287	12,287
Vehicles and Machinery	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL AMENITIES</b>	<b>13,468</b>	<b>-</b>	<b>1,029</b>	<b>14,497</b>	<b>3,166</b>	<b>1,740</b>	<b>1,980</b>	<b>6,888</b>	<b>1,490</b>	<b>1,200</b>	<b>810</b>	<b>3,500</b>	<b>1,208</b>	<b>860</b>	<b>660</b>	<b>2,728</b>	<b>27,523</b>	<b>23,385</b>
The Grange Grange Hall	88	-	-	88	(17)	-	20	3	50	50	50	150	50	100	100	250	481	1,000
	5,703	(909)	(1,235)	3,559	(5,045)	230	500	(4,315)	500	500	500	1,500	500	500	500	1,500	2,244	5,000
<b>TOTAL GRANGE AND GRANGE F</b>	<b>5,791</b>	<b>(909)</b>	<b>(1,235)</b>	<b>3,647</b>	<b>(5,062)</b>	<b>230</b>	<b>520</b>	<b>(4,312)</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>1,650</b>	<b>550</b>	<b>600</b>	<b>600</b>	<b>1,750</b>	<b>2,735</b>	<b>6,000</b>
Events	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200
<b>TOTAL OPERATIONS</b>	<b>18,259</b>	<b>(909)</b>	<b>(206)</b>	<b>16,144</b>	<b>(1,894)</b>	<b>1,970</b>	<b>2,510</b>	<b>2,586</b>	<b>2,040</b>	<b>1,780</b>	<b>1,360</b>	<b>5,150</b>	<b>1,768</b>	<b>1,460</b>	<b>1,260</b>	<b>4,478</b>	<b>30,358</b>	<b>29,595</b>
<b>COUNCIL GENERATED FUNDS</b>	<b>26,167</b>	<b>2,731</b>	<b>8,060</b>	<b>36,958</b>	<b>299</b>	<b>26,986</b>	<b>4,053</b>	<b>31,338</b>	<b>2,840</b>	<b>1,780</b>	<b>1,785</b>	<b>6,405</b>	<b>3,153</b>	<b>2,380</b>	<b>2,160</b>	<b>7,713</b>	<b>82,414</b>	<b>81,055</b>
PRECEPT	155,574	-	-	155,574	-	-	155,574	155,574	-	-	-	-	-	-	-	-	311,348	300,118
	181,841	2,731	8,060	192,632	299	26,986	159,727	187,012	2,840	1,780	1,785	6,405	3,153	2,380	2,160	7,713	393,762	351,173
																	393,762	

Radcliffe on Trent Parish Council Budget for 2020/2021 - amended for COVID 19 as at August 2020

EXPENDITURE BUDGET FOR 2020 - 2021	2020/21												2020/21					
	apr	may	jun	Quarter 1	Jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	Jan	Feb	Mar	Quarter 4	Rolling budget	2020/21 Covid budget
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>FINANCE AND GENERAL PURPOSES</b>																		
ADMINISTRATION																		
Auditing	510		0	570			1,600											
COVID 19	330	596	174	1,040	1,119	59	1,278	1,600	100								0	2,110
Insurance - ex GH & Skatepark	252	252	193	697	193	193	579	579	193	193	193	579	193	193	579	579	2,434	1,930
Legal	0	0	0	0	0	0	500	500	0	1,500	1,500	0	0	0	0	0	2,500	2,824
Licences -est, ins, pensions, email, living wage	235	10	10	255	10	10	13	33	133	13	13	199	23	263	308	594	1,041	930
Office incl photocopier	29	520	557	1,067	292	249	350	891	500	400	450	1,450	600	400	450	1,450	4,897	5,500
Subs NALC, ICOM, SLCC, ICO, safety+link	1,345	0	254	1,599	86	60	392	146	40	40	40	146	40	40	40	146	4,897	5,500
Telephones and internet	90	98	98	284	100	192	100	392	100	100	100	300	100	100	100	300	1,276	1,990
Training	298	0	240	498	200	0	700	700	100	500	500	1,100	100	100	100	300	2,298	2,500
Office administration	3,049	1,418	1,524	5,989	2,000	763	3,356	6,119	1,226	1,246	2,756	5,228	1,006	956	1,581	3,513	20,843	21,874
Annual Parishoners Meeting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50
Chairman's Allowance	100	0	0	100	0	28	28	28	28	28	200	200	200	200	200	200	528	600
Election Fund	225	225	225	675	225	225	225	675	225	225	225	675	225	225	225	675	2,700	2,700
Democracy	325	225	225	775	225	253	225	703	225	225	425	875	225	425	275	925	3,278	3,350
Campaigning/Social Media = PR	0	0	0	0	0	0	100	100	200	200	200	200	100	400	200	700	1,000	1,000
Grants	0	110	0	110	-110	0	-110	-110	500	500	2,500	3,500	500	500	500	1,500	5,000	5,000
Health & safety and GDPR	0	10	23	33	0	99	0	122	0	0	350	350	1,500	1,982	3,000	3,000	2,000	2,000
HR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Newsletter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Village Guide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Neighbourhood Plan	0	0	0	0	1,025	0	0	1,025	0	1,600	1,600	1,600	0	0	0	0	2,625	1,200
Public Realm incl signboards	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff	19,719	15,765	14,144	49,628	12,887	13,542	16,170	42,599	14,370	14,370	14,370	43,110	14,370	14,370	16,713	45,453	180,791	181,611
Transfer to reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	25,000	25,000	25,000	0	(1,600)	-	-1,600	-	-	329	329	23,729	329
Contingency	0	0	0	0	0	25,000	25,000	25,000	0	(1,600)	-	-1,600	-	-	329	329	23,729	329
<b>TOTAL ADMINISTRATION</b>	<b>23,083</b>	<b>17,526</b>	<b>15,893</b>	<b>56,512</b>	<b>16,050</b>	<b>39,658</b>	<b>19,651</b>	<b>75,559</b>	<b>16,521</b>	<b>16,341</b>	<b>20,401</b>	<b>53,263</b>	<b>16,201</b>	<b>16,651</b>	<b>24,068</b>	<b>56,320</b>	<b>242,254</b>	<b>218,564</b>
THE BUNGALOW																		
Estate agent fee	0	0	1,105	1,105	0	0	0	0	0	107	107	215	107	107	107	322	1,642	860
Maintenance	504	239	335	1,078	254	544	400	1,198	25	25	25	75	175	25	25	225	2,676	1,800
	504	239	1,440	2,183	254	544	400	1,198	25	132	132	280	282	132	132	547	4,218	2,680

Radcliffe on Trent Parish Council Budget for 2020/2021 - amended for COVID 19 as at August 2020

EXPENDITURE BUDGET FOR 2020 - 2021																		
AMENITIES	apr	may	jun	Quarter-1	Jul	aug	sep	Quarter-2	oct	nov	dec	Quarter-3	Jan	feb	mar	Quarter 4	2020/21 Rolling budget	2020/21 Covid budget
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>OPERATIONS</b>																		
Cemetery maintenance & Pear mapping	0	0	0	0	0	0	500	500	0	100	120	220	100	100	800	1,000	1,700	1,750
Cemetery audit + kerbs/audit follow up	340	0	340	0	680	840	80	1,600	180	480	480	1,120	480	420	2,000	2,000	2,000	2,000
Plaques/Memorial Kerbs	0	0	50	55	55	0	55	65	475	55	0	475	55	35	55	165	325	330
Rates	456	0	456	456	172	159	40	212	165	165	0	165	165	0	931	931	950	950
Trade Waste	159	0	159	159	172	21	30	51	165	165	55	55	165	0	701	701	700	700
Water	62	0	62	62	873	840	705	2,418	800	635	655	55	55	0	168	170	170	170
Total Cemetery	1,017	0	330	1,407	873	840	705	2,418	800	635	655	55	55	0	168	170	170	170
Christmas Decorations	0	0	0	0	0	0	1,250	1,250	0	2,650	2,000	4,650	1,200	150	3,275	4,650	10,555	9,000
Donated plants/benches	0	0	0	0	0	0	0	0	0	300	0	300	300	0	1,350	6,000	6,000	6,000
Dog bins	0	0	0	0	0	683	683	750	750	500	400	750	750	0	300	1,650	1,100	1,100
In house grounds work	141	458	344	604	864	31	2,900	3,825	600	500	0	1,500	200	1,250	1,000	2,450	8,718	9,000
Mowing contractor	2,142	1,656	2,206	6,004	2,142	2,142	2,082	3,845	1,449	700	0	2,149	0	700	1,750	2,450	16,948	16,906
Nature reserves	0	0	0	0	0	0	510	510	300	700	0	1,000	0	0	1,500	0	1,510	1,500
Security	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub contractors	0	182	2,947	3,089	-1,945	1,246	1,750	1,051	1,500	1,500	1,000	4,000	1,000	600	500	2,100	10,250	12,000
Tree Maintenance	145	0	145	145	175	175	175	175	1,000	1,000	0	1,000	2,000	655	200	2,655	4,175	4,000
Utilities at Park/Chess Room	52	20	14	86	17	16	50	83	50	77	120	247	70	80	80	230	646	770
Street Furniture	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	1,000	1,000
Grounds Maintenance	2,480	2,288	5,511	10,277	1,108	4,283	7,272	12,673	5,649	3,477	1,520	10,648	4,020	3,285	4,530	11,835	45,430	48,275
Leisure Development	0	0	0	0	0	0	1,200	2,465	300	300	300	300	200	200	2,000	2,000	2,000	2,000
Play Equipment	194	194	205	593	205	255	347	807	347	347	342	1,036	342	342	600	600	4,555	4,200
Skatepark - Inc PwL + insurance	194	194	805	1,193	1,550	165	1,547	3,252	647	647	642	1,938	542	542	1,026	1,026	4,462	4,140
Play Areas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance	0	0	0	0	146	46	50	242	25	10	20	55	50	50	50	180	447	420
Rates	66	62	62	180	62	62	62	186	62	62	62	186	62	62	62	62	624	660
Utilities	11	11	132	154	10	11	50	71	30	30	50	110	50	50	70	170	505	500
Public Toilets (3)	77	73	134	344	218	119	162	489	117	102	132	351	162	100	382	1,576	1,580	1,580
Vehicles and Machinery	2	441	58	501	34	93	180	227	379	175	75	625	75	75	500	650	2,003	2,000
<b>TOTAL OPERATIONS</b>	<b>3,770</b>	<b>2,984</b>	<b>6,956</b>	<b>13,722</b>	<b>3,783</b>	<b>5,910</b>	<b>11,036</b>	<b>20,328</b>	<b>7,988</b>	<b>7,996</b>	<b>6,024</b>	<b>20,598</b>	<b>7,099</b>	<b>6,727</b>	<b>8,967</b>	<b>22,793</b>	<b>77,441</b>	<b>78,298</b>
The Grange maintenance	100	45	170	315	161	50	100	311	300	300	400	1,000	300	150	150	600	2,225	2,250
Flat maintenance	80	0	278	358	71	0	500	571	50	50	0	50	0	0	0	0	979	1,000
Rates	162	165	165	492	165	165	165	495	165	165	165	495	165	165	165	165	1,647	1,750
Utilities	756	60	626	1,442	62	58	150	270	200	120	300	620	400	130	130	680	2,992	2,750
Total Grange	1,098	270	1,239	2,607	459	273	915	1,647	715	585	865	2,165	865	280	280	1,425	7,844	7,750
Enhancements and maintenance	297	214	1,687	2,198	328	274	1,000	1,381	1,000	950	800	2,750	700	700	540	1,940	8,269	9,000
Insurance	313	313	274	900	274	274	274	822	274	274	274	822	274	274	274	822	3,966	3,143
Licences - Music, TV, premises, wedding	0	0	0	0	67	180	400	647	500	274	274	650	274	274	274	822	3,966	3,143
PwL Capital and interest	2,116	2,116	2,116	6,348	2,116	2,116	2,116	6,348	2,116	2,116	2,080	6,312	2,080	2,080	2,080	6,298	25,247	25,920
Rates	827	823	823	2,473	823	823	830	2,476	830	830	830	2,490	830	830	830	2,490	8,269	9,300
Rechargeable staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trade Waste	0	0	406	406	437	-250	40	227	250	250	0	250	250	250	250	1,133	1,120	1,120
Utilities	0	633	361	994	1,660	226	250	1,594	800	250	300	1,350	2,550	350	350	3,250	7,178	7,000
Total Grange Hall	3,553	4,099	5,687	13,319	5,605	2,969	4,910	13,484	5,770	4,420	4,434	14,624	6,884	3,404	3,244	13,331	54,758	55,083
<b>TOTAL GRANGE AND GRANGE HALL</b>	<b>4,651</b>	<b>4,389</b>	<b>6,906</b>	<b>15,926</b>	<b>5,064</b>	<b>3,242</b>	<b>5,825</b>	<b>15,132</b>	<b>6,485</b>	<b>5,005</b>	<b>5,299</b>	<b>16,789</b>	<b>7,549</b>	<b>3,684</b>	<b>3,524</b>	<b>14,756</b>	<b>62,602</b>	<b>62,833</b>
Events	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	8	50
<b>TOTAL AMENITIES</b>	<b>8,933</b>	<b>7,602</b>	<b>15,304</b>	<b>31,839</b>	<b>10,101</b>	<b>9,295</b>	<b>17,261</b>	<b>36,656</b>	<b>14,098</b>	<b>13,123</b>	<b>10,455</b>	<b>37,676</b>	<b>14,930</b>	<b>10,543</b>	<b>12,623</b>	<b>38,096</b>	<b>140,051</b>	<b>143,839</b>
<b>TOTAL EXPENDITURE</b>	<b>£32,026</b>	<b>£25,128</b>	<b>£31,197</b>	<b>£88,351</b>	<b>£26,751</b>	<b>£48,954</b>	<b>£37,112</b>	<b>£112,217</b>	<b>£30,619</b>	<b>£29,465</b>	<b>£30,856</b>	<b>£90,939</b>	<b>£31,131</b>	<b>£27,194</b>	<b>£36,661</b>	<b>£95,016</b>	<b>£386,524</b>	<b>£366,403</b>



**Clerk - ROTPC**

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**From:** NALC  
**Sent:** 29 August 2020 23:18  
**To:**  
**Subject:** Face to Face Meetings

We have had another spike in questions about face to face meetings.

The guidance has not changed - when it does we will let you know!

Until then councils should not be holding face to face meetings because they must be open to the public and no-one can be certain that 30 residents won't suddenly decide to attend, which means you would potentially be organising a gathering of more than 30 people which is against the law.

Face to face meetings are only suggested when there is no other means of meeting. Since legislation enabled remote meetings through to May 2021, there is a means of meeting without it being face to face. Inability to use Zoom (or similar) is no excuse. Lack of adequate broadband is no excuse. Platforms such as Zoom enable people to join by telephone as well as by internet - there are very few people who have no telephone!

For those councillors that have not attended a meeting since March; the six month rule will kick in during September unless apologies are submitted AND approved before the 6 months expire.

This is the guidance from NALC/SLCC:

**Local council meetings**

Following the government announcement of further easing of lockdown restrictions from 4 July, as at 26 June, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. The government rules still state that we should all work from home if we can.

Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Furthermore, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time.

However, where a local council does have an identified need to hold a physical meeting, as they are unable to conduct council business any other way, they can consider doing so from 4 July. These meetings must be managed within the social distancing and safer workplaces guidance produced by the government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting.

It is important that this risk assessment is carried out, and any identified actions to reduce risk to attendees are implemented before any face-to-face meetings resume. Councils must keep documentation of this risk assessment and the reasons why the council has taken the decision to return to face-to-face meetings.



If your council wishes to consider returning to face-to-face meetings we have produced a **checklist** to help ensure this decision is made in accordance with relevant regulations and requirements.

### **New meeting regulations**

On 12 August, Simon Clarke MP wrote a **letter** to NALC to thank all organisations across local government that “have responded so magnificently to the challenge of ensuring that vital council business continues by conducting your council meetings remotely”. The letter also provides information on changes to the regulations that affect Parish Meetings

On 2 April, the government published **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**. These regulations came into force on 4 April.

NALC has also responded to the government, feeding back issues relating to the regulations – this information can be found in the engaging with government section.

Understanding the regulations:

- NALC has a **legal briefing** on our interpretation of the regulations
- Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO) have also produced **guidance on the regulations** on how they affect all local authorities – NALC was pleased to contribute to sections related to local councils.

Guidance for holding meetings remotely:

- NALC has produced guidance for local councils on **how to hold effective remote council meetings**. This also includes information on how to approach hybrid meetings, where some individuals attend in person and others join remotely.
- **Northamptonshire County Association of Local Councils** has created a **video** to demonstrate what a virtual meeting of (the fictional) Great Pipping Parish Council would look like. It is a training video designed to show how a chairman would deal with councillors joining by computer and phone, declarations of interest, public participation and confidential items where members of the public and press are excluded.
- The National Centre for Cyber Security (NCSC) has **issued updated guidance** to help individuals and organisations choose, set up and use video conferencing safely and securely.
- We have received a large number of queries related to Zoom. If you do choose to use Zoom, there is a range of free **information and training** to help people use the platform which is definitely worth having a look at to help get you started. A recent update on the Zoom blog has been **guidance on hosting public meetings** including how to keep uninvited guests out of your meeting.

Kind regards

Dear Stakeholder,

### **The Regional Revolution – enhanced EMR Regional services**

On Sunday 18th August 2019 the new East Midlands Railway franchise started with a promise to invest over £600 million to improve rail services for the cities, towns and communities we serve.

This included the complete replacement of the train fleet, major station improvements, more modern and accessible passenger facilities as well as major timetable upgrades, including those planned for December 2020 and December 2021.

Clearly, the Coronavirus pandemic has had a profound impact on all of us since then and the rail industry is no exception. We continue to assess how this will affect our plans going forward and will communicate this to stakeholders and passengers in a timely fashion. Rest assured we remain committed to delivering on our plans with as little disruption as possible.

However, what has not changed is our absolute commitment to providing a step change in the service we provide. A key part of this commitment is an enhanced EMR Regional service.

### **Developing our new EMR Regional services**

As you may recall from the December 2020 timetable consultation (which is now due to be delivered in May 2021) the timing of the franchise award and the deadline to bid for December 2020 meant we were unable to consult before developing detailed timetable proposals.

Pleasingly, we are able to offer an early opportunity to ask you to help shape the development of our new EMR Regional timetable and that is why we are writing to you today.

We will still carry out a full 12-week consultation with detailed timetable proposals in due course but your thoughts and advice at this stage will help us to shape this significant piece of work.

It is also important to note Coronavirus continues to have a significant impact on all of us. In addition, the introduction of a new EMR Regional timetable has a number of critical dependencies with neighbouring rail service and infrastructure upgrades which are also affected by Coronavirus. As such, it is possible the introduction of our enhanced EMR Regional timetable may be delayed beyond December 2021.

However, we are continuing to press ahead to deliver this enhanced service as quickly as possible. The introduction of this initial consultation is a vital part of this approach so we can react as swiftly as possible and bring improvements as quickly as we are able.

As soon as we have further details on this, we will, of course share with you.

### **EMR Regional survey**

For our initial consultation, we have created an online survey for stakeholders. This survey provides the opportunity to have your say on the priorities and aspirations for EMR Regional services as a whole as well as the opportunity to feedback on specific lines of route.

We have also enclosed a high-level summary of our plans to improve our EMR Regional timetable.

We know how important a reliable railway service is and that many of you will want to submit longer form written responses, particularly to reference local requirements and aspirations. However, at this stage it is vital we are able to collect quantitative data to help shape our timetable proposals. Please rest assured, there will be an opportunity in the next stage of the public consultation to submit these longer form written responses.



All sections of the survey have some common questions, so we can understand whether different parts of the network have different priorities to others. There are also some questions specific to each line of route.

These are included to try to provide the most relevant and complete data possible to help shape our detailed proposals. Please rest assured we are simply asking for views and opinions from engaged stakeholders and no decisions, either formally or informally, have been made.

Finally, we ask you to fill in the first section, which relates to EMR regional services on the whole and then only the following line of route sections for which you are responding on behalf of, or are most closely linked to. We know for some of you that will mean answering for more than one line of route but we ask you to not answer questions on other lines of route.

**Next steps**

This consultation stage will close in 4 weeks' time on **Friday 2<sup>nd</sup> October**. We will then use the data collected to shape our detailed timetable proposals which we will publish as part of a full 12-week public consultation.

Your link to complete this stakeholder survey is here: <https://www.surveymonkey.co.uk/r/RMN6D5N>

At present, we do not have a confirmed date for the start of the public consultation but as soon as we do, we will be in touch.

Thank you

✓  
✓

Samuel  
Operations Director  
East Midlands Railway

This matter is being dealt with by:

T C  
E  
W [nottinghamshire.gov.uk](http://nottinghamshire.gov.uk)



Dear Colleague,

8<sup>th</sup> September 2020

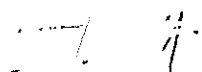
I write to inform you that at the meeting of its Policy Committee next week, on 16 September, Nottinghamshire County Council's members will be considering a proposal to revisit the issue of local government re-organisation in the County. I have attached a link to the [report due to be considered by the Committee here](#). Briefly, the report:

- Summarises the developing direction of travel for Government policy on regional devolution in advance of the publication of the White Paper "Devolution and Local Recovery" later this Autumn.
- Sets out that the establishment of unitary local government is seen by Government as a necessary pre-requisite for the establishment of Combined Authorities, which themselves will be a key means of unlocking/accessing future strategic investment in Nottinghamshire.
- Outlines the existential financial and resilience challenges facing local government as a result of the COVID-19 pandemic and its long-term impact on public finances.
- Identifies that the development of unitary local government in Nottinghamshire potentially offers a more financially efficient means of preserving and delivering effective public services and securing a sustainable recovery from COVID-19.

The report concludes with a recommendation that the Leader of the Council writes to the Secretary of State for Housing, Communities and Local Government requesting an invitation for the County Council to come forward with proposals for unitary local government for the County Council's administrative area. [The proposed letter from the Leader of the Council can be accessed here](#).

In view of the significance and sensitivity of this issue for public services in our County, I thought it was important that I draw the report to your attention. Should it be approved by members next week, the County Council will commence a more formal process of engagement during the Autumn with both the general public and our many operational and strategic partners. In this respect, I intend to write again soon to you to confirm the Council's decision, and to set out how we plan to engage with your organisation further. In the meantime, you will be able to find further information about local government re-organisation and devolution in Nottinghamshire at <https://future.nottinghamshire.gov.uk/>.

Yours sincerely

//  


**CHIEF EXECUTIVE**

Luke Hall MP  
Minister of State for Regional Growth and Local  
Government  
House of Commons  
London  
SW1A 0AA

8<sup>th</sup> September 2020

Dear Minister

**Local Government in Nottinghamshire**

Nottinghamshire County Council intends to seek your support to progress its plans for a single unitary council covering the whole of the County. We write in our capacity as the Leaders of every Borough and District Council in Nottinghamshire and as the Leader of Nottingham City Council.

Our localities are very different and the political leadership of our Councils is very different and yet we are united in our opposition to a single unitary Council being the only option on the table.

Nottinghamshire County Council has developed its proposal in isolation. It has not attempted to engage with us on any alternative options and has failed to demonstrate an open mind to any option other than the one that preserves and enhances its own identity and responsibilities.

A single unitary Council for Nottinghamshire would attempt to serve 828,000 people. This is way beyond the acceptable size threshold that you have articulated and that we expect to be confirmed in the forthcoming White Paper. Only Birmingham City Council would represent more people.

Scale can deliver economies, but too big breeds bureaucracy and inflexibility. Nottinghamshire County Council is already a very large organisation that struggles to react swiftly and responsively to local needs. Each of us has examples in our areas where economic growth and public service delivery are being frustrated and thwarted because the County Council is remote from the communities that it serves and is too cumbersome to move quickly.

Disregarding the existence of Nottingham City and its role within the conurbation and beyond would be a fundamental mistake. A genuine commitment to levelling up the prosperity of our County and City requires at the very least a consideration of options that include Nottingham City.

*Continued ...*

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page two  
Luke Hall MP  
8<sup>th</sup> September 2020

In many tangible ways, we have demonstrated our commitment to public service reform and are acutely aware of the financial pressures that all of our organisations are under. However, we strongly reject Nottinghamshire County Council's rush to beat a deadline to suspend the 2021 County elections. This is no basis on which to re-design the governance of local services. Our residents deserve so much better. What's needed is meaningful engagement as part of a collaborative and strategic approach to properly identifying and appraising various options. Our existing local government arrangements have largely been in place for 46 years. It would not be acceptable or reasonable to be given just a matter of weeks to respond to a proposal from Nottinghamshire County Council and to develop our own alternatives in that time.

The purpose of this letter is to seek your support to invite us to develop alternative proposals to a single, County-wide unitary Council over the forthcoming year. If we're hurried into a response that is driven by a dash to meet an election deadline, tax payers' money will be wasted on an adversarial process as we pull apart the County's case and consider our legal positions. Our preference is that we work together and alongside the County Council, Nottinghamshire Police, our local NHS, Town and Parish Councils and other key partners, taking account of the White Paper before considering various options.

Yours sincerely

Leader, Ashfield District Council

Leader, Bassetlaw District Council

Leader, Broxtowe Borough Council

page three  
Luke Hall MP  
8<sup>th</sup> September 2020

*[Handwritten signature]*

**Leader, Gedling Borough Council**

*[Handwritten signature]*

**Leader, Mansfield District Council**

*[Handwritten signature]*

**Leader, Newark and Sherwood District Council**

*[Handwritten signature]*

**Leader, Rushcliffe Borough Council**

*[Handwritten signature]*

**Leader, Nottingham City Council (Unitary Council)**



# Nottinghamshire Association of Local Councils

(Affiliated to the National Association of Local Councils)

The Minster Chambers, Southwell, Notts. NG25 0HD

www.nottsalc.co.uk

County Secretary: Tanya Grimes

Email: tanya.grimes@nottsalc.org.uk

Tel: 01636816890

SEPTEMBER 2020

## 75<sup>th</sup> AGM

TO ALL MEMBER COUNCILS AND MEETINGS

### ANNUAL GENERAL MEETING 2020

This is to notify you that due to the Covid 19 pandemic the 75th Annual General Meeting of the Nottinghamshire Association of Local Councils will be held on **Thursday 19 November** via Zoom, commencing at 7.30 pm.

The meeting will cover essential business only, rather than taking the usual format. There will be no election of officers until 2021.

In accordance with the constitution of the Association every member council is entitled to appoint **TWO** voting delegates to attend the Annual General Meeting. Due to the limitations of managing voting via Zoom, only registered voting delegates will be able to attend the meeting this year.

Enclosed with this notice is the **form** for Appointment of Voting Delegates which needs to be returned to the office by **31<sup>st</sup> October**. Joining details for the meeting will only be issued to those identified on the nomination form. These will be sent out by Friday 13<sup>th</sup> November: any voting delegates who have not received the information by then should contact the office week commencing 16<sup>th</sup> November.

Please circulate these papers for the early attention of councillors so that they can be acted upon within the time limits shown to ensure that your council is represented at this, the 75th Annual General Meeting of the Nottinghamshire Association of Local Councils.

Yours sincerely

Tanya Grimes  
County Secretary

11e)



NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS

2020 ANNUAL GENERAL MEETING

APPOINTMENT OF VOTING DELEGATES

.....  
*(insert name of council or parish meeting)*

hereby appoints the following voting delegates:-

1. Name *(please print)* .....

Delegate's email address .....

2. Name *(please print)* .....

Delegate's email address .....

Important note to the Clerk:

Please ensure that this form is completed and returned to Nottinghamshire Association of Local Councils, Minster Chambers, Church Street, Southwell, NG25 0HD; OR by email to tanya.grimes@nottsalc.org.uk; to arrive not later than **Friday 31 October 2020**. Forms received after that date cannot be accepted and your Council will have lost its right to vote at the AGM.

Signed .....Clerk/Chairman      Date.....

*For NALC office use:*

Date received:

Details recorded: