

# PAPPLEWICK PARISH COUNCIL

**Minutes of the meeting held on Wednesday 14<sup>th</sup> January 2026 at The Papplewick & Linby Village Hall, Linby Lane, Papplewick commencing 7:15pm**

**Present:** Cllr's C Hesketh (Chair), A Bly, N Seagrave, S Cassey, T McGuire, A Sherwin and L Gretton (Clerk).  
Cllr M Smith (GBC), PC Hannah Stubbs, PSCO Tom Bailey (Beat Team)  
Members of the public: 5

<b>Ref</b>		<b>Action</b>
1/26	<b>APOLOGIES FOR ABSENCE</b> Cllr S Bennett– received and accepted Cllr's Pickering (GBC) and Cllr Bestwick (GBC/NCC)	
2/26	<b>DECLARATIONS OF INTEREST</b> None	
3/26	<b>APPROVAL OF MINUTES</b> The minutes of the November 2025 meeting were accepted as a true record. Proposed by Cllr Hesketh, seconded by Cllr Seagrave and signed by the Chair, Cllr Hesketh	
4/26	<b>CONFIRMATION OF CLLR SHERWIN SIGNING THE DECLARATION OF ACCEPTANCE OFFICE</b> Confirmed	
5/26	<b>UPDATE FROM PC HANNAH STUBBS AND PCSO TOM BAILEY</b> PC Stubbs advised she has recently taken over the area. She intends to carry out beat surgeries and 'Let's Talk meetings' (which are less formal pop-ups in coffee shops etc) once a month. These will give residents the opportunity to meet and chat to their local beat team. She advised she can put up posters in the local area or deliver postcards to residents advising of the beat surgeries which will hopefully gain more interest since the previous beat surgeries in Papplewick have not been successful. A resident advised they would like to see more visible police patrols in the village; PC Stubbs advised that if time permits, they will look at organising this. A resident enquired about the type of crime that is reported in Papplewick. PC Stubbs advised reported crimes are mostly speeding or road accidents.	Clerk to liaise with PC Stubbs re: beat surgeries and pop-ups
6/26	<b>OPEN FORUM – Time allocated for members of the public to address the Council</b> None	
7/26	<b>REPORTS FROM DISTRICT &amp; COUNTY COUNCILLOR'S</b> Cllr Smith reported he's been dealing with Gedling Officers regarding a traveller site on Mansfield Road due to reports of antisocial behaviour, environment health issues and planning breaches.  Cllr Bestwick notified the Clerk that he has £300.00 available for projects. The PC agreed to utilise this towards a newsletter (see agenda item 25). Cllr Smith advised they have £100.00 available through the Gedling Councillor's fund. It was agreed after the meeting; this will be used to fund the Sherwood Forest Plaque (see agenda item 17).  Report by Cllr Stuart Bestwick (NCC): <ul style="list-style-type: none"> <li>• The area around Hall Lane junction has been approved for major works to prevent the regular flooding on the corner. Despite remedial works in the past, this has never been completely solved. NCC has now confirmed that these works will be carried out as part the Council's 2026/27 budget.</li> <li>• The PC has previously asked for a crossing on Linby lane near the Griffin's Head. The closeness of to the junction and width of the road makes this difficult. However, I have formally requested pedestrian refuges be placed on Linby Lane (somewhere between the junction with Moor Road and the Village Hall). This is not a guarantee the works anytime soon, but it does mean it is now "on the list".</li> </ul>	

Initials Chairman .....

	<ul style="list-style-type: none"> <li>I have endorsed the recent application to the County Local Community Fund, for the proposed new village sign. We are expecting to hear which project, across the County, have been funded by the beginning of February.</li> <li>The extension of the weight limits around Papplewick is a complex issue that couldn't be dealt with within my usual Via meetings, so I have arranged a specific meeting with Via Officers at the beginning of December. This meeting will now go ahead on January 27<sup>th</sup>. The delay was caused by illness.</li> <li>The blocked drain outside Ward Cottage was reported at the end of last week. The complaint has been acknowledged and I am awaiting a timescale for unblocking.</li> <li>The repainting of lines on Main Street has been reported. I expect this to be carried out after April, as Via tend not the repaint lines in the Winter months, due to a period of dry weather being needed to allow the paint to seal correctly.</li> <li>It has been confirmed that the Lengthsman Scheme will continue for 2026/27. However, we do not yet have an indication as to whether this will include an uplift of funding. My guess is that it will not, so all Parishes should plan to receive slightly fewer hours than was agreed for 2025/26.</li> </ul>	
8/26	<p><b>DEFIBRILLATOR UPDATE</b></p> <p><u>a. Defib Sign under Village Hall Sign</u> Cllr Hesketh and Cllr Cassey to get a quote.</p> <p><u>b. Discontinued Defibrillator pads &amp; batteries</u> The Clerk circulated an email from The Defib Store prior to the meeting regarding the pads/battery packs for the defibrillator being discontinued in February. The PC agreed to purchase an additional pack which has a use by date of 2 years. The Clerk to contact The Ambulance Service for advice.</p>	<p>Cllr's Hesketh &amp; Cassey to pursue</p> <p>Clerk to contact EMAS</p>
9/26	<p><b>LOCAL COMMUNITIES FUND/MANSFIELD ROAD SIGN UPDATE</b></p> <p>No updates</p>	
10/26	<p><b>LITTER PICK</b></p> <p>The PC agreed to arrange a litter pick towards the end of March. Date to be agreed.</p>	Cllr's to arrange date for litter pick
11/26	<p><b>PARKING ON MAIN STREET – Update from Residents Working Party</b></p> <p>Cllr Seagrave handed out the questionnaires to the PC. They will be delivered to the parish over the next week. Completed questionnaires to be returned by 14<sup>th</sup> March 26 – further instructions in the questionnaire.</p>	Cllr Seagrave to arrange distribution
12/26	<p><b>LENGTHSMAN SCHEME</b></p> <p>Cllr Hesketh reported the PC have 40 hours remaining until the end of March. Outstanding jobs including siding up the grass verges on Linby Lane and repairs on the playground. Mrs Kerr advised trees are to be felled on Moor Road which will make a lot of mess and asked if the Lengthsman could clear the pavements after. Other jobs to include tidying up area of land at the back of Linby Lane houses and clearing mould underneath the bike racks.</p> <p>Mrs Kerr advised the salt bin on Church Lane needs refilling. Cllr Bly to pursue.</p>	<p>Cllr Hesketh to pursue</p> <p>Cllr Bly to pursue</p>
13/26	<p><b>PAPPLEWICK ENVIRONMENT &amp; COMMUNITY FUND</b></p> <p>Environment Fund Total: £19,083.96 – Cllr Hesketh confirmed the 2025 payment from the Wind Turbine has been received. She advised a large proportion of this will be used towards the playing field refurbishment.</p>	
14/26	<p><b>TRAINING</b></p> <p>Cllr Hesketh and the Clerk to attend a training course on the new Assertion 10 regulations, which relates to website compliancy and council owned email addresses as part of the Annual Audit. Cllr's McGuire and Sherwin to attend the New Councillor and Code of Conduct Training in February and March.</p>	
15/26	<p><b>I.T. UPDATE</b></p> <p><u>a. Assertion 10</u> As discussed in 14 above</p> <p><u>b. Website Accessibility</u> Cllr Hesketh reported it is a requirement under the Assertion 10 rules that public websites need to be accessible, including to those with disabilities. She advised the Clerk to contact NALC for recommendations on I.T. companies who can help with the new regulations.</p>	Clerk to contact NALC

Initials Chairman .....

	c. Council owned Email addresses (incl. Clerk's email) As above, Clerk to pursue I.T. companies for assistance with setting up.	Clerk to contact NALC																					
16/26	<b>POLICIES</b> a. RESOLUTION to adopt the I.T. Policy Resolution to adopt the I.T. policy, proposed by Cllr Hesketh, ALL agree.  b. RESOLUTION to adopt 2 x GDPR Policies (Data Breach & Subject Access Request) Resolution to adopt the GDPR Data Breach & Subject Access Request Policies, proposed by Cllr Hesketh, ALL agree.  c. Policies to Review - GDPR Policies x 3: Cllr Bly - Health & Safety Policy: Cllr Hesketh	Clerk to upload to website  Cllr's Hesketh & Bly to pursue																					
17/26	<b>SHERWOOD FOREST PLAQUES</b> PC agreed to purchase a plaque at a cost of £85.00. The PC to confirm where to install it, with initial suggestions being Church Lane.	Clerk to purchase, Cllr's to agree location																					
18/26	<b>HR MEETING UPDATE</b> HR Meeting deferred, date to be agreed. Cllr Sherwin agreed to join the HR Committee.	Clerk to circulate dates for HR meeting																					
19/26	<b>CORRESPONDENCE RECEIVED – circulated prior to the meeting</b> All correspondence has been circulated to the Parish Council prior to the meeting																						
20/26	<b>PLANNING MATTERS</b> <u>New Applications</u> <table border="1"> <thead> <tr> <th>Ref &amp; Location</th> <th>Details</th> <th>PC Comments</th> </tr> </thead> <tbody> <tr> <td>2025/0862TPO Land, Moor Road (Applicant – Lee Scudder)</td> <td>Scots Pine Tree – removal of tree and retain 8-10 m monolith as part of woodland management</td> <td>No objections</td> </tr> <tr> <td>2025/0035, Pumping Station Museum, Rigg Lane</td> <td>Revised site location plan received... Extend an existing portal frame building to house and conserve two historic steam engines and create visitor centre, including café.</td> <td>Whilst the PC support the development in principle, they are concerned there is no mention of additional parking to support the extension which includes an extended café area and additional space for wedding drinks. The PC require further clarification on this.</td> </tr> <tr> <td>2025/0918TPO Land junction of Moor Road &amp; Papplewick Lane</td> <td>Removal of 14 ash trees, removal of branch over pathway relating 1 x ash tree. All the removed trees will be replaced by ½ standard sized English oak trees, each with a stake and guard, planted at suitable locations along the bankside in question. 14 in number.</td> <td>No objections</td> </tr> </tbody> </table> <u>Update on current applications</u> <table border="1"> <thead> <tr> <th>Ref &amp; Location</th> <th>Details</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>2025/0680TPO 51 Linby Lane</td> <td>Works to trees in Moor Pond Wood</td> <td>Conditional permission</td> </tr> <tr> <td>2025/0720TCA, St James Church</td> <td>Fell Oak Tree</td> <td>Trees in conservation area acceptable</td> </tr> </tbody> </table>	Ref & Location	Details	PC Comments	2025/0862TPO Land, Moor Road (Applicant – Lee Scudder)	Scots Pine Tree – removal of tree and retain 8-10 m monolith as part of woodland management	No objections	2025/0035, Pumping Station Museum, Rigg Lane	Revised site location plan received... Extend an existing portal frame building to house and conserve two historic steam engines and create visitor centre, including café.	Whilst the PC support the development in principle, they are concerned there is no mention of additional parking to support the extension which includes an extended café area and additional space for wedding drinks. The PC require further clarification on this.	2025/0918TPO Land junction of Moor Road & Papplewick Lane	Removal of 14 ash trees, removal of branch over pathway relating 1 x ash tree. All the removed trees will be replaced by ½ standard sized English oak trees, each with a stake and guard, planted at suitable locations along the bankside in question. 14 in number.	No objections	Ref & Location	Details	Decision	2025/0680TPO 51 Linby Lane	Works to trees in Moor Pond Wood	Conditional permission	2025/0720TCA, St James Church	Fell Oak Tree	Trees in conservation area acceptable	
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	2025/0784 55 Main Street	Alterations to an existing covered vehicle access	Conditional permission																																																																													
	2025/0811, 3 Hall Mews, Hall Lane	Proposed orangery extension to the East elevation	Refusal																																																																													
21/26	<p><b>FINANCE AND ADMINISTRATION</b></p> <p><u>a. Finance Report</u> The bank statements were circulated prior to the meeting and approved by the Parish Council.</p> <p><b>Bank Balance</b> £82,583.19</p> <p><b>Payments</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>27/11/25</td> <td>Virgin Money – Bank charges for October</td> <td>£8.60</td> </tr> <tr> <td>27/11/25</td> <td>ICO – Data protection certificate</td> <td>£47.00</td> </tr> <tr> <td>27/11/25</td> <td>Joe Walker Haulage – Christmas tree delivery</td> <td>£90.00</td> </tr> <tr> <td>01/12/25</td> <td>E Gretton – Nov wages &amp; home office expenses</td> <td>£777.71</td> </tr> <tr> <td>01/12/25</td> <td>HMRC – Employers NI &amp; Tax</td> <td>£132.09</td> </tr> <tr> <td>01/12/25</td> <td>NCC – Pension Fund</td> <td>£231.61</td> </tr> <tr> <td>10/12/25</td> <td>Notts ALC – Code of conduct training for TM &amp; AS</td> <td>£90.00</td> </tr> <tr> <td>10/12/25</td> <td>Notts ALC – Parish Councillor Training for AS</td> <td>£45.00</td> </tr> <tr> <td>10/12/25</td> <td>Notts ALC – Assertion 10 Training for CH</td> <td>£10.00</td> </tr> <tr> <td>10/12/25</td> <td>Notts ALC – Parish Councillor Training for TM</td> <td>£45.00</td> </tr> <tr> <td>10/12/25</td> <td>Gedling BC – Return payment due to error made by GBC</td> <td>£35.00</td> </tr> <tr> <td>17/12/25</td> <td>Reuben Shaw &amp; Sons – Christmas tree</td> <td>£456.00</td> </tr> <tr> <td>01/12/26</td> <td>E Gretton – Dec wages &amp; home office expenses</td> <td>£777.91</td> </tr> <tr> <td>01/12/26</td> <td>HMRC – Employers NI &amp; Tax</td> <td>£131.89</td> </tr> <tr> <td>01/12/26</td> <td>NCC – Pension Fund</td> <td>£231.61</td> </tr> <tr> <td>30/12/25</td> <td>Virgin Money – bank charges for November</td> <td>£9.20</td> </tr> <tr> <td>13/01/26</td> <td>Papplewick &amp; Linby Village Hall – Hire 02/10 &amp; 12/11</td> <td>£48.00</td> </tr> <tr> <td>13/01/26</td> <td>Proweb – SQL Hosting (Moorpond) annual payment</td> <td>£60.00</td> </tr> <tr> <td>13/01/26</td> <td>E Gretton – Reimburse for battery for banking token</td> <td>£3.50</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td><b>£3,230.12</b></td> </tr> </tbody> </table> <p><b>Receipts</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>25/11/25</td> <td>GBC – Payment made in error (see return payment above)</td> <td>£35.00</td> </tr> <tr> <td>06/01/26</td> <td>Barracks Farm – Wind Turbine annual payment</td> <td>£2,497.73</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td><b>£2,532.73</b></td> </tr> </tbody> </table> <p><u>b. Adding a new authoriser to banking</u> Clerk to liaise with Cllr Bennett re: adding her as an authoriser.</p> <p><u>c. PC to sign GBC's Precept Form C</u> Form C was signed by the Chair, Cllr Cassey and Cllr Bly.</p>			Date	Details	Amount	27/11/25	Virgin Money – Bank charges for October	£8.60	27/11/25	ICO – Data protection certificate	£47.00	27/11/25	Joe Walker Haulage – Christmas tree delivery	£90.00	01/12/25	E Gretton – Nov wages & home office expenses	£777.71	01/12/25	HMRC – Employers NI & Tax	£132.09	01/12/25	NCC – Pension Fund	£231.61	10/12/25	Notts ALC – Code of conduct training for TM & AS	£90.00	10/12/25	Notts ALC – Parish Councillor Training for AS	£45.00	10/12/25	Notts ALC – Assertion 10 Training for CH	£10.00	10/12/25	Notts ALC – Parish Councillor Training for TM	£45.00	10/12/25	Gedling BC – Return payment due to error made by GBC	£35.00	17/12/25	Reuben Shaw & Sons – Christmas tree	£456.00	01/12/26	E Gretton – Dec wages & home office expenses	£777.91	01/12/26	HMRC – Employers NI & Tax	£131.89	01/12/26	NCC – Pension Fund	£231.61	30/12/25	Virgin Money – bank charges for November	£9.20	13/01/26	Papplewick & Linby Village Hall – Hire 02/10 & 12/11	£48.00	13/01/26	Proweb – SQL Hosting (Moorpond) annual payment	£60.00	13/01/26	E Gretton – Reimburse for battery for banking token	£3.50	<b>Total</b>		<b>£3,230.12</b>	Date	Details	Amount	25/11/25	GBC – Payment made in error (see return payment above)	£35.00	06/01/26	Barracks Farm – Wind Turbine annual payment	£2,497.73	<b>Total</b>		<b>£2,532.73</b>		<p>Clerk to contact Cllr Bennett</p> <p>Clerk to submit form</p>
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22/26	<p><b>MOOR POND WOOD REPORT</b> <i>Item brought forward due to Cllr Seagrave leaving the meeting at 8:30pm.</i></p> <p>Cllr Seagrave requested a donation from the Parish Council towards the restoration of the footpaths in MPW. The PC discussed this further and agreed that as they have saved money on this year's Christmas tree (due to it being a smaller size) they will be able to donate £200.00. Mrs Kerr asked the PC to write to GBC to request a contribution to the footpaths. Cllr Hesketh asked for more information on the project including exact costs.</p>			<p>Clerk to write to GBC (requires info from Friends of MPW)</p> <p>Clerk to arrange payment</p>																																																																												
23/26	<p><b>PLAYING FIELD</b></p> <p><u>a. Playground Working Party Update</u> No updates</p>																																																																															

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	<p><b>b. ROSPA Inspection Report repairs</b> Cllr Bly advised the weather hasn't been suitable but will action the repairs when possible.</p> <p><b>c. Park inspection / Playing Field Response Form</b> Cllr Hesketh advised the small gate into the playing field needs repairing as it doesn't spring back – Cllr Seagrave to action.</p> <p>The PC agreed to sell the Heras fencing. Cllr Bly to pursue.</p> <p>Cllr Hesketh completed the online form prior to the meeting, which automatically populates a spreadsheet. This will be circulated by the Clerk prior to each meeting. She advised the Response Form can be completed on a mobile while carrying out the inspection. This should be completed bi-weekly in winter months and weekly in the summer. This is separate from emptying the bins which need doing more frequently in the summer.</p> <p>Cllr Bly on next inspection duty.</p> <p><b>d. Church Lane Inspection</b> Cllr Bennett to inspect Church Lane twice a year. An update on the inspection will be given at the next meeting.</p>	<p>Cllr Bly to action</p> <p>Cllr Seagrave to action</p> <p>Cllr Bly to pursue</p> <p>Cllr Bennett to pursue</p>
24/26	<p><b>QE2 PLAYGROUND PROJECT</b> Members of the Working Party met on 7<sup>th</sup> January to discuss the Invitation to Tender Document and funding opportunities. The Tender document was circulated to the PC prior to the meeting. The PC approved the document. Cllr Hesketh and the Clerk to meet to upload onto the Find A Tender site. The Parish Council approved the Chair and Clerk to proceed with the application for funding of £100k from the FCC Communities Foundation.</p>	Clerk & Cllr Hesketh to meet
25/26	<p><b>NEWSLETTER</b> The PC agreed to produce a newsletter and include an update re the development of the playground, introduce the new Councillor's, beat surgeries information and also details of how to contact the police online. Cllr McGuire to produce newsletter.</p>	Cllr McGuire to produce newsletter
26/26	<p><b>CHRISTMAS UPDATE</b> The Christmas tree has been taken down with help from Cllr Bly, Cllr Hesketh, Dave S and the Lowdham Young Farmers.</p> <p>New lights at Hall Lane were purchased but not installed. It was agreed to look at this in the summer as a qualified electrician will be needed.</p>	Hall Lane lights to pursue in summer
27/26	<p><b>REPRESENTATIVE REPORTS</b> MPW: See Agenda Item 22 Village Hall: Cllr Hesketh reported they are investigating the issues with the floor in the Bradbury Suite and have agreed to sell the high-back chairs and replace with more chairs and tables. She advised the drains issue has been resolved.</p>	
28/26	<p><b>COUNCILLOR REPORTS</b> None</p>	
29/26	<p><b>DATE AND TIME OF NEXT MEETING</b> HR Committee Meeting: Date to be agreed Annual Parish Assembly (APA): Wednesday 11<sup>th</sup> March, 7:15pm Full Council Meeting: Wednesday 11<sup>th</sup> March following the APA</p>	

Meeting ended 20:56

Signed: \_\_\_\_\_ Chairman \_\_\_\_\_

Initials Chairman .....