



Cropwell Butler Parish Council



Minutes for Annual Parish Council Meeting held on 11 May 2026 at 7.00 PM

Location: Cropwell Butler & Tythby Village Hall, Main Street, Cropwell Butler, NG12 3AB

MINUTES

DRAFT

Welcome and open the meeting.

- The meeting was opened at 7.00pm.

- Present: Cllrs Chris Davenport, Paul Goodwin, Roy Morledge, Tony Teatum, David Wells (Chair), Jeremy Williams (Vice Chair); Dermot Daly (Clerk); County Councillor Neil Clarke (from 8.25pm); One member of the public.

26/27/001 Agree on the Parish Council Chair for the forthcoming year.

- It was RESOLVED that Cllr David Wells be elected as Chair for 2026-27.

26/27/002 Receive and approve any apologies for absence.

- Cllr Chris Davenport apologised for the meeting.

26/27/003 Agree the co-option of a Councillor to the remaining Casual Vacancy and complete relevant forms.

- A previous interested party has withdrawn their name for the Councillor position.

- Janet Cook was proposed to be co-opted and it was RESOLVED to accept her into the position.

Due to previous commitment she will not be able to attend until September 2026.

26/27/004 Agree the Vice Chair for the forthcoming year.

- It was RESOLVED that nobody is elected as Vice Chair for 2026-27.

26/27/005 Receive disclosures of interests from Councillors on matters at this meeting.

- Interests declared for Cllr David Wells regarding Sheldon Field Committee position.

26/27/006 Suspend Standing Orders and allow for Parishioner Questions and Observations and to receive reports from County and Borough Councillors.

- County Councillor Report: No other items beyond specifics lower down in the Minutes.

- Borough Council Report: Borough Councillor Ted Birch apologised.

- Public: A member of the public raised an issue regarding a Cadent communication describing the replacement of metal pipes with plastic pipes, involving road closures around the village for over eight weeks, including Back Lane. Cadent have been informed of the differing flow of traffic through the affected area. It was pointed out that the Parish Council do not have power over the works but are watching with interest. It was further pointed out that Severn Trent Water are also doing some work imminently.

ANNUAL POLICY & PROCESS

26/27/007 Review and agree the current asset list.

- It was RESOLVED to agree the Asset list as circulated.

26/27/008 Review and agree the annual subscriptions.

- It was RESOLVED to agree the annual subscriptions as circulated.

26/27/009 Agree forward schedule of meetings for the year.

- It was RESOLVED to agree the forward schedule of meetings as circulated.

26/27/010 Agree terms of reference and membership for the Staffing Committee.

- It was RESOLVED to adopt the terms of reference as circulated and elect Cllrs Jeremy Williams and David Wells to sit on the committee.

26/27/011 Adopt updated Standing Orders.

- It was RESOLVED to adopt the Standing Orders as circulated.

26/27/012 Adopt updated Financial Regulations.

- It was RESOLVED to adopt the Financial Regulations as circulated.

- 26/27/013** Review and agree cemetery fees and policy.
- It was RESOLVED to defer this item for further review.
- 26/27/014** Review and agree the Allotment Policy.
- It was RESOLVED to defer this item for further review.
- The review to include a trawl of other local council's charges.
- 26/27/015** Review and agree the Data Protection Policy.
- It was RESOLVED to adopt the Data Protection Policy as circulated.
- 26/27/016** Review and agree the Complaints Procedure.
- It was RESOLVED to adopt the Complaints Procedure as circulated.
- 26/27/017** Agree Scheme of Delegation for the Clerk.
- It was RESOLVED to adopt the Scheme of Delegation for the Clerk as circulated.

MEETINGS

- 26/27/018** Approve the Minutes for the Parish Council meeting held on 13th April 2026.
- It was RESOLVED to approve the Minutes as circulated.

PLANNING

- 26/27/019** Review and agree responses to any last-minute planning applications and report any decisions.
- There were no last-minute updates.
- 26/27/020** 26/00601/FUL - Wolds Pastures, Hoe Lane, Cropwell Butler, NG12 3AE - Proposed new infill (self-build) two-storey dwelling, associated engineering operations to alter land levels, landscaping and external works. [Deadline: 20/05/2026]
- It was RESOLVED to respond in the following manner: The Council does not have any objection, as there is limited alteration to the amenity space but would ask that the planners look at any increase in rain-water run-off and that it will not impact on any drainage taking water off-site including the incremental effect on other dwellings.
- 26/27/021** 26/00652/FUL - The Limes, The Fosse, Cropwell Butler, NG12 3AQ - Change of use of residential annex/short term rental property to general rental purposes. [Deadline: 14/05/2026]
- It was RESOLVED to respond in the following manner: The Council does not have any objection and is guided by the planners.
- 26/27/022** 26/00724/FUL - Willow Brook, Back Lane, Cropwell Butler, NG12 3AD - Raising of existing bungalow roof by 1m to form bedrooms upstairs new single storey rear extension , new detached carport, new garden room and application of insulation and render to some elevations of bungalow. [Deadline: 16/05/2026]
- It was RESOLVED to respond in the following manner: The Parish Council does not have any objection with the visual design which is acceptable from the front view, but the garden room and the car-port are to be constructed over a key culvert which drains the valley above Hoe Lane and historically the culvert has been unable to cope with the volume of water at times; furthermore the footings of the works may impact the culvert and cause more overflow of the culvert.
The Parish Council hope that the planners will take account of any changes impacting on drainage through the culvert and the upstream open ditch.
Also, the Parish Council would ask that the planners look at any increase in rain-water run-off caused by the development and that it will not impact on any drainage taking water off-site including the incremental effect on other dwellings.
The planners should insist that vehicle movements during the changes are planned sympathetically with the neighbours and that any damage is retrospectively repaired. For the avoidance of doubt, the Parish Council would ask for a specific restriction not to affect or impact the flow of water through the watercourse and culvert within the curtilage of the property.
- 26/27/023** 26/00753/FUL - Barnsfield Farm, Radcliffe Road, Cropwell Butler, NG12 3AG - Single rear extension and two storey rear extension including balcony, New rear roof light. [Deadline: 22/05/2026]
- It was RESOLVED to respond in the following manner: The Council does not have any objection and is guided by the planners.

FINANCE

- 26/27/024** Review and agree the Internal Audit for 2025-26.
- It was RESOLVED to agree the findings of the Internal Audit and to implement the following:
- Risk assessment – review the risk log against the insurance cover.
- Pension reporting - investigate any requirement to conform to legislation.
- Two signature at bank - investigate capability of the bank to conform.
- 26/27/025** Review and agree the External Audit submission for 2025-26, including the Exemption Certificate, Annual Governance and Accountability Return (AGAR) reporting requirements, and exercise of public rights for the period of 3rd June 2026 to 14th July 2026.
- It was RESOLVED to agree with the prepared External Audit documentation, to sign accordingly, and the posting of the exercise of public rights.
- 26/27/026** Review and agree the revised budget for 2026-27.
- It was RESOLVED to take the budget figures, too the daybook, as those stated on the period accounts presented by the Chair (see 26/27/027).
- 26/27/027** Review and agree the Financial Report for the period.
- It was agreed to accept the report as circulated and a reconciliation report presented at the meeting by the Chair.
- 26/27/028** Review and approve the Accounts for Payment.
- It was RESOLVED to accept the Accounts for Payment as circulated.
- 26/27/029** Review and approve grounds maintenance contract for the seasons of 2026-2028 inclusive.
- The clerk presented the quotes received from the tender and it was RESOLVED to defer the award of the contract to allow Cllr David Wells to follow up on references for Quote 2. If there are issues then the interim situation will be extended a further month. Quote 1 may be asked to 'sharpen the pencil'.

GENERAL

- 26/27/030** Agree interim grass cutting across the village by existing cemetery grounds maintenance contractor at £140 per cut.
- It was RESOLVED to agree the interim coverage of essential grounds maintenance through to the commencement of the new contract at £140 per cut.

REPORTS (information only)

- 26/27/031** Update report on flooding, including the natural flood management plan.
- Natural Flood Management (NFM) - The project is now entering the Phase 2 delivery stage with some early works planned in May/early June on the ditch which flows towards back lane. The early works are the installation of leaky barriers within a section of the watercourse to store water and slow flows. The project has also secured permissions for pond creation on a field to the west of the A46 within the upper reaches of the catchment as well as more leaky barriers on the watercourse upstream of the Hardigate Road culvert. Although verbal agreements in principle have been given for more Phase 2 works, Trent Rivers Trust continue to liaise with landowners to secure the remainder of the formal permissions for the Phase 2 works which include further leaky barriers, bund construction, tree planting and storage creation adjacent to the watercourse. Construction of the remaining NFM interventions is planned for late summer/early autumn of this year.
- Rookery Corner – As you know the main works are now complete. The design for the bank re-instatement has been done and I think it is OK. It consists of concrete slabs against the bank with a kerb in front of it. Following my intervention regarding protection against agricultural vehicles, the engineers are proposing using the larger and higher kerb stones that are used for raised bus stops. Hopefully, that will act as a greater deterrent. I have been in engagement with the residents on the corner and I am calling in on 12th May to show them the drawing.

- 26/27/032** Update report on road and traffic issues.
- Radcliffe Road/Main Street junction at The Green – The officers report that they still haven't finalised the schedule for road repairs yet, and this junction works will be scheduled after the repair schedule is completed, so no firm news as yet.
 - Main Street – Severn Trent Water Authority (STWA). I have been in contact with Bradley Duncan. He said he might be able to attend the June meeting but was not certain, but that he could definitely attend the July meeting. So, I have gone back and suggested it would be better to have a definite date than a 50/50. I am just waiting for confirmation he is still OK for July as he responded with 17th July and not 13th, so I hope that was just a typo. I'll confirm.
 - Tythby Road – closed for 3 days in a couple of weeks for drilling to check what is under the road surface. I sincerely hope this will be a prelude to finally getting it resurfaced.
 - White Lining – it was praised that the white lining had been completed today.
 - Pot-holes – with the apathy on raising a petition it was thought some door-knocking may improve the support of signatures to secure some priority investment on road repair in and around the village. A letter to go prior to the door-knock may assist.
- 26/27/033** Clerk's report.
- Grave top-up/levelling has been carried out on three graves.
 - New Green bin stickers applied.
 - Allotment reminders have gone out and payments are being received. As a result, allotment 7 is now available. To be placed in newsletter (stop press).
- 26/27/034** Update on Village Hall matters.
- Finances appear good.
 - The Village Hall Gardeners have voiced the desire to install an arbour in the corner of the front garden – this may spawn a discussion.
 - Some of the unwanted clay needs to be removed and replaced with new topsoil and compost mix – then some element of planting to be decided.
- 26/27/035** Update on Sheldon Field.
- No update.
- 26/27/036** Update on village assets.
- No update.
- NEXT MEETING**
- 26/27/037** Consider agenda items for the next meeting on 8th June 2026 commencing 7.00pm.
- No items identified other than deferred items.
- Close meeting.
- The meeting was closed at 9.30pm.

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