

Cropwell Butler Parish Council



Minutes for Annual Parish Council Meeting held on 12 May 2025 at 7.00 PM

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

MINUTES

Welcome and open the meeting.

- The meeting was opened at 7.00pm.

- Present: Cllrs Chris Davenport, Paul Goodwin, David Wells (Chair), Jeremy Williams (Vice Chair); Dermot Daly (Clerk); Three members of the public.

25/26/001 Agree on the Parish Council Chair for the forthcoming year.

- It was RESOLVED unanimously that Cllr David Wells be approved as Chair.

25/26/002 Agree the Vice Chair for the forthcoming year.

- It was RESOLVED unanimously that Cllr Jeremy Williams be approved as Vice Chair.

25/26/003 Receive and approve any apologies for absence.

- It was RESOLVED to approve the apologies for Cllrs Roy Morledge and Tony Teatum.

25/26/004 Agree the co-option of a Councillor to the remaining Casual Vacancy and complete relevant forms.

- There was no interest in the position to date.

25/26/005 Receive disclosures of interests from Councillors on matters at this meeting.

- Cllr David Wells declared an interest in items relating to Sheldon Field.

25/26/006 Suspend Standing Orders and allow for Parishioner Questions and Observations and to receive reports from County and Borough Councillors.

- The suggestion that the Newsletter may be slimmed down is worrying to residents in Tythby; the financial contribution to run the newsletter, other than the advertising revenue, comes from the Cropwell Butler Parish Council; there was a view that content was easy to come by, but the Newsletter seems to struggle to get that content; the advertising revenue stream is dwindling; the parish is an aging demographic, so the noticeboard is also a good method of distributing information; the Newsletter is run by the Village Hall Committee; there may be funding streams available through the Borough and County Councillors; the full minutes can go into the newsletter.

- It was mentioned that the village functions and events have dwindled, and the heart of the village is ebbing away.

- The suggestion of "Should the Website be pared down to the bare legal requirement?", removing the village content, was debated.

- It was mentioned that the condition of the roads are horrendous; the Parish Council is continually lobbying the relevant authorities; do the farmers and bus companies have any liability for the damage?; perhaps the road damage can be reported in the newsletter and social media.

- There was interest in what is happening with Poores Close; any ideas from the community be gladly received.

ANNUAL POLICY & PROCESS

25/26/007 Adopt updated Standing Orders.

- It was RESOLVED unanimously to approve the Standing Orders.

25/26/008 Adopt updated Financial Regulations.

- It was RESOLVED unanimously to approve the Financial Regulations.

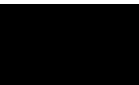
25/26/009 Review and agree the current asset list.

- Action: The Clerk to add a second storage box for flood signage, and four barriers that have been gifted.

- It was RESOLVED unanimously to approve the list with these changes.

Authorising Signature
Name: D Wells Date: 9/6/25 Signature: 

- 25/26/010** Review and agree the annual subscriptions.
 - Action: The Clerk to identify the GoDaddy dcmain renewal for the website.
 - It was RESOLVED unanimously to approve the subscriptions as circulated with the above change as appropriate.
- 25/26/011** Review and agree cemetery fees and policy.
 - Action: The Clerk to clarify regarding the scattering of ashes.
 - It was RESOLVED unanimously to approve the policy and fees as circulated with the above change.
- 25/26/012** Agree forward schedule of meetings for the year.
 - It was RESOLVED unanimously to agree the dates as circulated.
 - Action: The Clerk to post the list on the noticeboards and website.
- 25/26/013** Review and agree the Complaints Procedure.
 - It was RESOLVED unanimously to approve the policy as circulated.
- 25/26/014** Review and agree the Freedom of Information Policy.
 - It was RESOLVED unanimously to approve the policy as circulated.
- MEETINGS**
- 25/26/015** Approve the Minutes for the Parish Council meeting held on 14th April 2025
 - It was RESOLVED unanimously to approve the minutes as circulated.
- PLANNING**
- 25/26/016** Review and agree responses to any last minute planning applications and report any decisions.
 i) 25/00170/VAR - Millfield Nursery School, Tythby Road, Cropwell Butler, NG12 3AJ - Variation of condition 2 (Plans) for 24/01246/FUL to amend brickwork, positioning/sizes of the fenestration and position of building. - Approved.
- FINANCE**
- 25/26/017** Review and agree the Internal Audit for 2024-25.
 - It was noted that the Sheldon Field was not referenced by the Internal Auditor.
 - Action: Cllr David Wells to check ownership of NT424713 and NT454494 - report back to Clerk; if no clarity then Clerk to search Land Registry.
 - It was RESOLVED unanimously to accept the Internal Audit report.
- 25/26/018** Review and agree the External Audit submission for 2024-25, including the Exemption Certificate, Annual Governance and Accountability Return (AGAR) reporting requirements, and exercise of public rights for the period of Tue 3rd June 2025 to Mon 14th July 2025.
 - It was RESOLVED unanimously to approve the AGAR as circulated and to agree the exercise of public rights.
- 25/26/019** Review and agree the Financial Report for the period.
 - Cllr David Wells presented the financial position.
- 25/26/020** Review and approve the Accounts for Payment.
 - It was RESOLVED unanimously to approve the payments as circulated.
- GENERAL**
- 25/26/021** Agree subsidy for Village Newsletter.
 - It was RESOLVED unanimously to provide £500 budget as a grant (S137) to the Village Hall Committee going forward and to pay the shortfall for the previous year (again as a S137 grant).
 - Action: Cllr David Wells to discuss the fixing of the wall with the Village Hall Committee and bring back proposal to the full Council.
- 26/26/022** Discuss and agree the future of the Poor's Close.
 - Action: The Clerk and Councillors to investigate the history and ownership of the Poor's Close field.
- 25/26/023** Discuss any feedback from the Annual Parish meeting sessions around the coffee van.
 - Action: Cllr David Wells to advertise and hold the sessions prior to 1st June.

Authorising Signature
 Name: D. WELLS Date: 9/6/25 Signature: 

REPORTS (information only)

- 26/26/024** Update report on flooding, including the natural flood management plan.
- Rookery Corner: Test holes dug and filled; Still awaiting confirmation of the start of the trench digging, followed by the renovation of the bank; Verbal update in the next few days to be circulated.
 - Natural Flood Management: Approval of the business case is underway, with attenuation across multiple landowner areas, and commencement of phase 1 is expected in the summer.
 - Severn Trent: Severn Trent Water (STW) stated there was a lack of survey results about cross contamination - this has been disputed by Nottinghamshire County Council; the issue has been escalated to the regional network manager; It is expected that there will be a request for individual residential flood impacts to be logged with STW to highlight the problem.
- 25/26/025** Update report on road and traffic issues.
- Radcliffe Road/Main Street junction: Design engineers due to make a decision in two weeks' time; An update will be provided before the next meeting.
 - Speed survey: Still awaiting the detailed report; This report could drive the funding of a speed indicator device and approval for siting.
 - Road conditions: The Parish Council continue to raise concerns, reported by residents, regarding the state of the local roads; It was reported that the road repair budget is continuing to be improved; This will assist with pothole repairs incorporating other adjacent potholes.
 - Pavement conditions: It was reported that there are pavements that are sloping significantly – this was noted by the County Councillor to be raised with appropriate team.
- 25/26/026** Clerk's report.
- The MP surgery is now set for Friday 24th October.
 - The fee has now been paid for garden waste bins; done through expenses as Rushcliffe Borough Council (RBC) unable to process BACS for this service.
 - RBC have requested that hotspots for dog mess are identified, so that the dog warden can visit and place stickers; they did not offer any other signage. (Action: Cllrs to identify to Clerk)
 - Broken stile reported and acknowledged by footpaths officer.
 - There has been one email of public support for the newsletter continuing in the current format and frequency.
 - There has been public questions raised regarding the Parish Council compliance on website, noticeboards, Facebook; the communication has been copied to the County Councillor and Borough Councillor.
 - There appears to be no formal plotting of ashes interment in the memorial garden; it will need to be left to individuals to identify a spare area of ground and subsequently mark it with a plaque to identify its use. This to be incorporated into the Cemetery Policy.
 - Allotments water supply is not to be used by non-allotment holders – need to monitor; appropriate reminder signage to be sourced and mounted by the water tap.
- 25/26/027** Update on Village Hall matters.
- No update.
- 25/26/028** Update on village assets.
- The curation of content for the village newsletter is to be highlighted in the newsletter as a reminder to all and local Facebook pages to be considered as an additional source.
- NEXT MEETING**
- 25/26/029** Consider agenda items for the next meeting on 9th June 2025 commencing 7.00pm.
- Action: Cllr David Wells to speak with the Grounds Maintenance contractor regarding the Cemetery.
 - Discuss and agree content and use policy and procedure for the three village noticeboards.
- CONFIDENTIAL**
- 25/26/030** Agree to enter a confidential session which will require the exclusion of the press and public.
- Public and press were asked to leave the meeting to allow confidential discussion.

Authorising Signature
Name: D. WELLS Date: 9/6/25 Signature

25/26/031

Agree next steps on the Clerk's employment terms.

- In response to a previous questions on payment levels: It had been identified that the mechanism used was calculated 3 years ago with no increase applied in the last year; it was based on a Clerk with no experience and no qualification (equivalent to SCP 14 on the national pay scale). The role was offered as an hourly rate as paid to the Clerk at the time, not relating to a contracted pay scale.
- It was RESOLVED to set up a staffing committee with standard Terms of Reference and with members as Cllrs Jeremy Williams and David Wells.
- It was agreed to circulate draft minutes as early as possible by email for review of factual inconsistencies.
- It was RESOLVED that minutes and agenda are to be posted by Councillors to assist the Clerk, reducing time and cost.

Close meeting.

- The meeting was closed at 10.18pm.

Authorising Signature
Name: D. WELLS Date: 9/6/25 Signature