

# Sedgebrook Parish Council



**DRAFT**

**Minutes for Annual Parish Council Meeting held on 14 May 2026 at 7.00 PM**

**Location: Sedgebrook Social Club, 4 Abbey Lane, Sedgebrook, NG32 2EY**

## MINUTES

Welcome and open the meeting.

- The meeting was opened at 7.05pm.

- Present: Cllrs Jane Denton, Gill Mahoney (Chair), Alec McNulty, Rachael Yates (from 7.13pm); Dermot Daly (Clerk); No members of the public.

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

- It was RESOLVED that Cllr Gill Mahoney will be the Chair for the current Council year.

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

- Cllr Chris Warby apologised.

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

- There were no interested parties in attendance.

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

- It was RESOLVED to not have a Vice Chair for the time being.

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

- None.

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

- Neither County Councillor Richard Litchfield or District Councillor Rob Leadenham were present at the meeting.

### **ANNUAL POLICY & PROCESS**

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

- It was RESOLVED to agree the list as circulated.

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

- It was RESOLVED to agree the list as circulated.

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

- It was RESOLVED to agree the schedule as circulated.

**26/27/010** Review and agree the Standing Orders.

- It was RESOLVED to agree and adopt the document as circulated.

**26/27/011** Review and agree the Financial Regulations.

- It was RESOLVED to agree and adopt the document as circulated with an alteration to change the reference for Unity to HSBC.

**26/27/012** Review and agree the Complaints Procedure.

- It was RESOLVED to agree and adopt the document as circulated.

**26/27/013** Review and agree the Records Retention Policy.

- It was RESOLVED to agree and adopt the document as circulated.

**26/27/014** Review and agree the Scheme of Delegation for the Clerk.

- It was RESOLVED to agree and adopt the document as circulated.

### **MEETINGS**

**26/27/015** Approve the Minutes for the Parish Council meeting held on 12th March 2026.

- It was RESOLVED to approve the Minutes as circulated.

### **PLANNING**

**26/27/016** Review and agree responses to any last-minute planning applications and report any decisions.

- There were no last-minute updates.

**26/27/017** S26/0510 - 1 School Lane, Sedgebrook, NG32 2ES - Two storey rear extension and single storey front porch. [Deadline: 12/05/2026]

- It was RESOLVED to respond in the following manner: The Council has no objection and is guided by the planning officers.

- 26/27/018** S26/0556 - The Stables, 1 Chestnut Farm Barns, Village Street, Sedgebrook, NG32  
2EW - Infilling of walled patio to form living room extension and creation of new arched opening between room. [Deadline: 14/05/2026]  
- It was RESOLVED to respond in the following manner: The Council is concerned about whether there would be increased chance of overlooking neighbours and loss of privacy due to the proposed changes. We would like clarification as to whether opaque glass is to be used in the windows overlooking the neighbours and whether the roof-lights can be opened where they overlook the neighbours.
- 26/27/019** S26/0557 - The Stables, 1 Chestnut Farm Barns, Village Street, Sedgebrook. - Infilling of walled patio to form living room extension and creation of new arched opening between room. (Listed Building Consent) [Deadline: 14/05/2026]  
- It was RESOLVED to respond in the following manner: see S26/0556

#### **FINANCE**

- 26/27/020** Review and approve the annual accounts for 2025-26.  
- It was RESOLVED to accept the annual accounts as circulated.
- 26/27/021** Review and agree the Internal Audit for 2025-26.  
- The internal audit conclusion was reviewed and it was RESOLVED to action the following:  
- Update the asset list to incorporate the Insurance value.  
- Update the write-ups for councillors on website including the email addresses.
- 26/27/022** 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.  
- The AGAR documentation was reviewed, agreed, and signed.
- 26/27/023** Review and agree the Financial Report for the period.  
- The period accounts were presented by the Clerk and agreed by the Council.
- 26/27/024** Review and approve the Accounts for Payment.  
- It was RESOLVED to approve the payments as circulated.
- 26/27/025** Agree renewal of insurance. - It was RESOLVED to renew with the current insurance company at £635.12 .

#### **GENERAL**

- 26/27/026** Review Annual Parish Meeting and whether there are any related actions for the Parish Council to consider.  
- The Parish Council was pleased with the attendance. There were no actions identified.
- 26/27/027** Agree next actions on Wild Flower Meadow and Fruit Tree Funding.  
- Cllr Rachael Yates to investigate any available funding.
- 26/27/028** Agree actions relating to maintenance of assets including the noticeboard and the phone box.  
- Phone box: Remember When UK can supply leather hinge strap pair for £40; look for volunteers through the Village WhatsApp; Cllr Alec McNulty to approach Stathern Parish Council as to how they have renovated their phone box;  
- Lengthsman tasks: cleaned play equipment, posts, signage, etc. around the village – thanks were passed on to Alec.  
- Noticeboard: the back of the board needs wood hardener and paint – to be done by Cllr Alec McNulty; the Clerk will look into replacement of the pin-board inside.  
- Planters: Looking to replace these at the end of the season.
- 26/27/029** Review and agree actions relating to the annual play equipment safety check report.  
- A Moderate warning on the see-saw and one on the platform near the securing bolt. The Council will monitor these.

#### **REPORTS (for information only)**

- 26/27/030** Report progress of the Community Resilience Programme and Flooding.  
- Flood Action Group has met to review a template provided by the Resilience Officer.  
- Looking to do a small mail-drop for volunteers and risk register.  
- Looking into having a local asset list.  
- Telemetry available from the two bridges.  
- Need to engage further with the Social Club as a resilience centre.  
- Suggestion to ask for the residents willing to help with clearing up leaves to put out their Green bins on non-collection day so that they can be filled.
- 26/27/031** Highways and Footpaths update.  
- Still dog poo not being picked up around the village.
- 26/27/032** Recreation Field update.  
- No update.

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**26/27/033** Clerk's Report.

- Have chased for an update on the Archer survey.
- On site meeting being held for the hard-standing/orientation of bus-stop on 18th May.
- Need to arrange a visit to the HSBC branch for the mandate update.

**NEXT MEETING**

**26/27/034** Consider agenda items for the next meeting on 9th July 2026 commencing at 7.00pm.

Close meeting.

- The meeting was closed at 10.20pm

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