

# Minutes of Dunham-on-Trent, with Ragnall, Darlton and Fledborough Parish Council (Dunham & District Parish Council)



Annual Meeting of **Dunham & District Parish Council** held on the **13<sup>th</sup> May 2025** at Dunham Village Hall, the meeting commenced at **6:30pm**.

## Council Members & Officer Present

Cllr Ben Lee  
Cllr Madeline Barden  
Cllr Kathryn Watkinson  
Cllr Vera Ballinger  
Cllr Ian Oakden  
Current Vacancies  
Ed Knox  
Emma Griffin  
1

Chairman  
Vice-Chair  
Cllr Pam Hutley  
Cllr Rachel Bean  
Cllr Lucy Atkinson  
2  
Clerk/Responsible Financial Officer  
District Cllr  
Member of Public

## Also, Present

➤ Public Forum  
None.

### 17/25 To Elect a Chairman of the Council

After a lengthy discussion. Cllr Lee **Proposed**, Cllr Bean **Seconded** and the Council **resolved** that Cllr Lee be elected Chairman. Cllr Lee together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.

### 18/25 To Elect a Vice-Chair of the Council

Cllr Atkinson **Proposed**, Cllr Hutley **Seconded** and the Council **resolved** that Cllr Barden be elected Vice-Chair.

### 19/25 To receive apologies for absence

Cllr Booth resigned since the previous meeting. After discussion, the council **resolved** to accept the apologies of Cllr Sergison.

### 20/25 To receive declarations of interest

None.

### 21/25 To Approve Minutes of the Previous Meeting

After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

### 22/25 To receive reports from County and District Councillors

**Dist Cllr Griffin** – Discussed the recent county council elections. Cllr Griffin advised the PC of a potential new grant fund Bassetlaw Council is about advertise, the Rural England Prosperity Fund. It is believed that up to £20,000 per application, with 20% match funding is available to local councils, charities, community groups and businesses for a variety of different projects.

**Dist Cllr Stanniland** – Did not attend.

**County Cllr Limber** – Advised by email: *"I just took office on Tuesday and have to play a lot of catch up on things that have been going on and look forward to meeting you in the near future."*

### 23/25 To Receive Internal Audit Report for the current financial year

After discussion, the Council unanimously **noted** the findings of the internal auditor.

### 23/25 To Approve Annual Governance Statement (Section 1 Annual Return) for the previous financial year

After discussion, Cllr Atkinson **Proposed**, Cllr Bean **Seconded** that the Council unanimously **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

### 24/25 To Approve Accounting Statements (Section 2 Annual Return) for the previous financial year

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Hutley **Proposed**, Cllr Atkinson **Seconded** that the Council unanimously **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will upload the document to the webpage.

25/25 To Set the Period of Public Rights for the previous financial year

The period recommended for the public rights notice by the external auditor is 3<sup>rd</sup> Jun 2025 to 12<sup>th</sup> July 2025. After discussion of the form. Cllr Hutley **Proposed**, Cllr Atkinson **Seconded** that the Council unanimously Council **approved** the recommended dates. **Action**, the clerk will upload the notice to the website and Cllrs to put in the noticeboards.

26/25 To Review & Re-adopt all formal documentation (Policies & Procedures)

After discussion, Cllr Atkinson **Proposed**, Cllr Hutley **Seconded** that the Council unanimously **approved** the re-adoption of:

- Standing Orders
- Financial Regulations
- Asset Register
- Complaints Procedure
- Expenses Policy
- Disciplinary and Grievance Procedure
- Health & Safety Policy
- Risk Management Policy & Assessment
- Section 137 Grant Policy
- Sickness Absence Procedure
- Social Media Policy
- Social Media Code & Civility + Respect Statement
- Training & Development Policy
- Annual Leave HR Policy
- Whistleblowing Policy
- Dignity at Work Policy
- Equality and Diversity Policy
- Flexible Working Policy
- Maternity Leave & Pay Policy
- Paternity Leave & Pay Policy
- Public Participation Policy
- Petitions Policy
- Planning Scheme of Delegation
- Homeworking Policy
- Performance Improvement Policy & Procedure
- Emergency, Dependents & Bereavement Leave Policy
- Sickness Absence Policy
- GDPR Data Breach Policy
- GDPR Privacy Notice
- GDPR Records Retention Policy
- GDPR Security Compliance Checklist
- GDPR Subject Access Request Procedure
- Code of Conduct

The Clerk advised that he will let the Council know once any new or updated policies or policy changes come through from NALC.

27/25 To Appoint Internal Auditor for the current financial year

After discussion, Cllr Atkinson **Proposed**, Cllr Barden **Seconded** and the Council unanimously **resolved** to appoint Martin Cree as the internal auditor.

28/25 To Review and update the Responsibilities and Appointment of Representatives of Other Bodies List

The Charity Governing Document of the Village Hall allows the Parish Council to appoint up to 2 people to be committee members of the village hall. The rest of the list of responsibilities can be any number of cllrs. After discussion the Council **Resolved** the following:

- o Dunham Millennium Hall committee member appointed by the Parish Council – Cllr Atkinson
- o Parish Website/social media – Clerk & Cllr Watkinson
- o EDF Power Station Liaison – Cllr Barden & Cllr Ballinger

- o Bassetlaw South East Forum – Cllr Barden
- o Bassetlaw Flood Resilience Meetings – Cllr Lee
- o Central Government Policy – Cllr Lee
- o School Governor – Cllr Watkinson & Cllr Barden
- o Fledglings Preschool – Cllr Atkinson
- o Noticeboards – Cllr Ballinger Dunham, Cllr Hutley Darlton, Cllr Barden Ragnall & Cllr Lee Fledborough
- o HR – Cllr Atkinson

The Clerk will update and send around the council a copy of the updated Responsibilities and Appointment of Representatives of Other Bodies List. **Action**, Clerk.

#### 29/25 To Organise any Cllr Training

A list of Cllr Training was sent from NALC around the Council. After discussion, Cllr Lee **Proposed**, Cllr Barden **Seconded** and the Council **resolved** for Cllr Lee to attend the new Chairmanship Training.

#### 30/25 Finance:

##### 1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
ES Solutions Ltd	Fledborough Noticeboard Upgrade	£504
Helix Binders Ltd	Minute Book Binding 2021-2024	£49.87
Dunham Village Hall	Alfafado Ltd Defib Batteries	£29.24
S.Ashworth Digger Services	Wildlife Information Board Installations	£600
Holmes Groundcare	March Grass Cutting Dunham Play Area	£97.37
M.Cree	Internal Audit	£100
Retford Memorials	Dunham War Memorial Refurbishment	£1,560
Holmes Groundcare	Apr Grass Cutting Dunham Play Area	£97.34
<b>Total Payments</b>		<b>£3,037.82</b>

##### 2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 <sup>st</sup> ½ Precept	£9,450
Bassetlaw District Council	1 <sup>st</sup> ½ Concurrent Grant	£18.50
Bassetlaw District Council	1 <sup>st</sup> ½ Street Cleaning Grant	£277.50
Member of Public	Reptile Gardens Rent	£384.69
Member of Public	Allotments Rent	£60
<b>Total Receipts</b>		<b>£10,190.69</b>
Bank Balance		<b>£38,250.60</b>

Bank Reconciliation for the year to date to be approved. Council **resolved** unanimously that figures were correct. Reconciliation to be signed by when practical. Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously.

##### 3. Unity Bank Signatories:

After discussion, Cllr Barden **Proposed**, Cllr Bean **seconded** and the council **resolved** unanimously that Cllr Lee be added to the bank mandate as an additional signatory, in addition to Cllrs Ballinger, Barden and the Clerk who will remain on the mandate alongside Cllr Lee.

#### 31/25 To Note in the Minutes the response to any planning applications via the scheme of delegation and decide on a response to One Earth Solar Planning Inspectorate Application

The Council **noted** the following which have been responded to via the scheme of delegation:

- **25/00105/FUL Erect Detached Storage Shed Trent Farm the Green Dunham on Trent**– The Council submitted the following to Bassetlaw Planning: *“The parish council has no objections. Having read the application, this is a replacement shed, to be erected on the same base as the previous one.”*
- **EN010159 NSIP Planning Inspectorate Reg 8 One Earth Solar** - The Council are still collating a response to Cllr Lee, once it is ready this will be sent to the Clerk for submission.
- **23/01423/PREAPP One Earth Solar Farm Project** - The Council are still collating a response to Cllr Lee, once it is ready this will be sent to the Clerk for submission.


#### 32/25 To Discuss the Reopening of Farr Hill Lane public footpath Application

Cllr Barden provided an update to the public footpath application, which has been submitted by the Ramblers Association.

33/25 To Receive Councillor's/Clerks' Reports including Road Traffic Accidents & County Council Highways Matters:

- **Noting of Accidents** – Cllr Watkinson reported an accident between a BMW and a Lorry to the Police. Cllr Ballenger advised of a near miss where a lorry was coming onto the wrong side of the road, on a bend near Fledborough.

The following items have been raised with the Highways Authority Manager so that these matters can be investigated and finally resolved. Each month the Clerk chases the Highways Manager and the Parish Council adds to this list while awaiting a reply:

County Council Item	Issue/Detail	Potential Solution	Progress Made
<b>Darlington – Highways Safety issues &amp; speeding A57</b>	A local resident of Darlington advised potential speeding issues on A57 in the village and poor signage.	Notts Police to come do speed checks and Notts County Council Highways Manager to look at what additional signage could be possible, particularly any which encourages drivers to slow down and make them aware of the playground and school children crossing.	<p>16/11/2022 PC Glenn Turner advised that he would speed check again before Christmas and choose a spot to deploy the speed gun so that any vehicles we pull over are done safely and we have to risk assess each location to ensure we don't cause a collision.</p> <p>13/01/2023 PC Mitchell advised the Speed Camera Team have assured me they will put Darlington on their list of places to conduct road safety campaigns in the future as a positive improvement for the village and also a visible and proactive deterrent to the motorists who speed through it.</p> <p>28/11/2022 The Highways Manager agreed to visit W/C 5<sup>th</sup> Dec to ascertain what could be potentially done regards signage.</p> <p>10/01/2022 The Clerk chased the Highways Manager for an update. 22/02/2023 Highways Manager update "The data is back following the site visit and I've had a discussion with the colleagues regarding the data from the traffic survey and it does meet criteria for an interactive sign so we will look at getting a sign put in place at this location. This is now with NCC Transport Planning to assess the locations, effectiveness etc. I will hopefully have more information in the coming weeks or perhaps months depending on their workload but it is on their radar now."</p>  <p>The signs are like the one above but can differ in design at times, but more often than not they look like the image. 03/04/2023 reply from Highways Manager 'I don't have timescales at the moment unfortunately, this is with NCC at the moment to assess.'</p> <p>22/09/2023 – Highways Manager advised 'Unfortunately this is now with NCC and we'll only find</p>

			<p>out more once they've assessed. I'll forward your email on in the hope to get some information.'</p> <p>18/10/2023 – Update from Highways Manager “I have actually since emailed colleagues again to try and find out timescales, I'll await their response and hopefully be able to provide some clarity. I have previously requested this information with no avail but hope to apply some pressure to get this planned in.”</p> <p>15/11/2023 Clerk chased Highways Manager for an update.</p> <p>22/11/2023 update from Highways Manager “I have spoken to LTP at NCC and this is on the list for inclusion in next year's 2024/25 programme by way of LTP and Programme Development Team. If you require any further information, Paul Hillier has said he is happy to answer directly:  <a href="mailto:paul.hillier@nottsgov.uk">paul.hillier@nottsgov.uk</a>”</p> <p>25/03/24 update from Paul “The proposal has been included in the proposed works programme for 24/25 but, as yet, this programme has not yet been formally approved. I don't know when approval is scheduled but it shouldn't be too long. As soon as it is, I will issue our design/construction company, Via EM, with an instruction to install it, at which point it will be for them to schedule it into their workload.”</p> <p>09.05.24 Via Programme Assistant “We received the task order for the installation of an interactive speed sign at the end of April, it has been passed through to our design team and usually takes a minimum of 6 months to fulfil. I have spoken with the project manager, and at the moment there isn't an exact timeframe, but I have asked him to let me know when there is one. It will be installed before the end of March 2025, and when I have a more exact date/month, I will let you know.”</p> <p>5.11.2024 chased Via Programme Assistant for an update.</p> <p>07.11.2024 Highways Programme Team advised “I have asked the project manager for an update for you, I will be in touch once I have an update”</p> <p>04.1.2025 – Chase sent to programme Assistant.</p> <p>07.01.2025 – Update from Senior Design Manager: “a brief update on programmed ITM works in your area ahead of the HAG meeting programmed for tomorrow (19th December). The project in your area is A57 Broad Gate, Darlton, for which I include a brief update below:</p> <ul style="list-style-type: none"> <li>• Materials currently being procured for the works</li> <li>• Anticipating delivery in Q4 24/25.”</li> </ul> <p>15.01.2025 - both options proposed by the NCC Assistant Project Engineer were discussed and “After a thorough discussion at the parish council meeting last night (and following consultation with the residents at Darlton who raised the initial request/issue) the Parish Council would like you to choose option B</p> <p>Because location A is very close to the bus stop and bend and you want the cars to have already slowed down by then. Location B is a straighter area and will</p>
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			<p>really help with speed reduction and should have the biggest impact.”</p> <p>11/03/2025 – Following the site meeting with Cllrs and the NCC Via Ltd Assist Project Engineer a new, best location was chosen which offered the best installation and future maintenance position, they also said that the equipment has been ordered and is to be installed during Quarter 1 of 2025/26”</p>
<b>Dunham – Laneham Road</b>	No Bus shelter	School Children (7 at present) have no shelter	<p>25/10/2023 - Transport Facilities Assistant advised ‘Thank you for your request for a bus shelter to be installed at BA0745 Cartwright Close on Laneham Road, Dunham on Trent.</p> <p>As you may be aware, Nottinghamshire County Council has an extremely limited capital budget for investment in bus stop infrastructure, and this means only a limited number of new bus shelters can be installed each year. As a result, we are required to ensure that the limited funds are utilised to benefit the maximum number of passengers and to focus on supporting access to local bus services (rather than bus services dedicated for school children). At this particular bus stop, whilst it is used by school buses once a day, it is not served by any local bus services. It is therefore with regret that I’m afraid the County Council would not be a position to invest in a bus shelter in this location.</p> <p>I note that you enquired about the costs involved in providing a bus shelter in this location to help decide if the Parish Council could bid for funding to fund part or all of the investment. I’ve reviewed the site and concluded that significant civils works would be required to provide adequate hardstanding on which to install a bus shelter. It is also possible that land will need to be acquired beyond the highway extent to ensure a sufficient width of hardstanding can be maintained. The bus shelter would cost approximately £3.5k but I would estimate civils works of at least £5k and possibly up to £20k if one was to provide an uncontrolled dropped crossing point on both sides of the road plus the necessary hardstanding.</p> <p>I am really sorry not to be providing a more positive response but hope the above explains our position and provides the information you were seeking.’ Cllr Watkinson to draft a response disputing the use of the bus stop, stating it is used by others, Clerk to then email this back to NCC and Cc in Cllr Ogle who will raise this bus shelter as a safety scheme issue.</p> <p>21/11/2023 Cllr Watkinson emailed Cllr Ogle the required information with photos.</p> <p>5/12/2023 Cllr Watkinson emailed County Cllr Ogle the required information on 21<sup>st</sup> Nov.</p> <p>11/07/2024 - Clerk Chased Cllr Ogle for update.</p> <p>05/11/24 Chased Highways Manager for an update.</p> <p>07.01.2025 Cllr Ogle update: “I had an online meeting recently discussing this with an investigating officer.</p> <p>Summary</p> <p>- A busy road, power station access, so safety is a feature here, which I hope has prioritised your request.”</p>

			<p>15/01/2025 – Dist Cllr Griffin emailed County Cllr Ogle to request a projected timeline for the installation of the bus stop.</p> <p>11/03/2025 – Cllr Ogle informed the PC meeting that the works have been approved and the next County Cllr should escalate this in the summer.</p> <p>12/03/2025 – Clerk chased to ask for email confirmation that the bus shelter has been approved.</p> <p>21/04/2025 – Highways &amp; Transport Manager advised “shelter at the bus stop on Laneham Road, Dunham-on-Trent that we refer to as BA0745 Cartwright Close. We previously wrote to you in December 2023 to decline the request citing lack of funds (see attached). I am pleased to report that further capital funding, provided through the DfT’s Bus Service Improvement Plan, was secured recently and we’ve been able to allocate part of this funding to progress with hardstanding and a bus shelter for the bus stop. Our delivery partners are programmed to start the works in early June, and we would expect everything to be completed in early July.”</p>
<b>Darlton – A57</b>	White lines missing/faded on A57 from Darlton towards East Markham	Makes it dangerous driving at night. NCC need to repaint the white lines	<p>Reported on 20/05/2024 by Cllr Bean CSC616035119 – White lines need repainting. 11/07/2024 - Clerk Chased Highways Manager for update. 22/7/24 Highways Manager advised “white lining to be done overnight during 5 nights from 7<sup>th</sup> Oct 2024” 05/11/24 Chased Highways Manager for an update. 06.11.2024 Highways Manager Advised “Unfortunately a bunch of lining works in October had to be cancelled due to the weather. These particular ones were part of the cancellations. In the interim we have put up some No Road Markings signs and scheduled the relining for April 2025. April is the next opportunity we can get. We don’t reline most roads from November to the end of March as road surface temperatures are usually too low and lead to material failures that our subcontractors won’t guarantee their works against. This, salt contamination and weather unpredictability mean we’d spend more in cancellation charges or second visits to rectify failed sites.”</p> <p>12/03/2025 – Clerk chased Highways Manager to confirm the works are still schedule for April 2025.</p> <p><b>Completed item closed.</b></p>
<b>Dunham – Coronation Terrace A57</b>	Cars smashing into the houses on Coronation Terrace	Request for Bollards/Barriers to prevent the impact into the homes.	<p>11/09/2024 – Request to Highways Manager to contact Cllr Watkinson and meet on site to discuss potential solutions. 05/11/24 Chased Highways Manager for an update. 06.11.2024 Assistant District Highways Manager advised “I have contacted Cllr Watkinson to arrange a site meeting over the next 2 weeks.”</p> <p>15/01/2025 – Chased again.</p> <p>28/01/2025 – Site visit with Cllrs &amp; Sarah Hird undertaken – Sarah agreed that the only works they can do is to level out one of the manhole covers on the road and install some red surfacing.</p> <p>12/03/2025 – Clerk chased Sarah for an update on when these works will be undertaken.</p> <p>13/03/2025 – Sarah update “The manhole cover has been inspected (INS 19268934) and passed to Anglian Water under a Section 81 notice reference</p>

			<i>JKS8104591819-S81-UW for attention. With regards to the red surfacing, this has been logged under INS 19268956 requesting for the existing to be refreshed, unfortunately I do not have a timescale at this present time.” “</i>
<b>Pavement Siding Up Request - Dunham A57 at the junction with Laneham Road to the junction with Upper Row</b>	Pavement encroached with earth and grass, preventing safe access for pedestrians, particularly wheelchair users, pushchairs/prams and mobility scooters.	Request for a ‘siding up request’ to Notts CC team who cut away the earth from the pavement between what 3 words locations ‘armrest.vintages.crispy’ and ‘nuzzling.sailing.partners’	13/11/2024 – Request sent to Highways Manager. 12/03/2025 – Clerk Chased Highways Manager for an update. 13/03/2025 – Highways Manager <i>“This unfortunately is a low priority due to our assessment so won’t be done in the short term. I will request approximate timescales and get back to you.”</i>

**Cllrs Updates:**

- **Cllr Oakden** – Advised he had a productive meeting with the Bassetlaw Flood officer regards flooding in Fledborough.
- **Cllr Barden** – advised how to report motorbike noise to the police. Cllr Barden asked for the National Grid to come again to talk to the parish council about the proposed battery storage.
- **Cllr Atkinson** – Full fibre installation works are continuing on site in Fledborough.
- **Cllr Ballinger** – The wall at the property on The Green is still in place, Cllr Lee advised Cllr Ballinger to report it to Bassetlaw Planning so that their enforcement team can act.
- **Cllr Bean** – The wildlife boards have been installed.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:00pm.