

Minutes of the Full Council Meeting of Tuxford Town Council to be held The Beeches Community Centre, Birch Court Tuxford at 7.00 pm on Thursday 16 July 2026

PRESENT: Cllrs N Birkett, G Frost, J Moorhouse (Chair), M Pottinger, S Richardson, J Temple and P Wyman

IN ATTENDANCE: Clerk, District Councillor Emma Griffin, County Councillor Warren Limber and 7 members of the public

Members and the Public (if any are in attendance) were informed that the meeting is being recorded.

Cllr Moorhouse reminded the public that Council meetings are held in public and are not public meetings. Residents are invited to speak during the public forum (max. 3 minutes each) and that the Council may only respond to agenda items; other matters may be deferred or submitted in advance (min. 8 days) to the Clerk.

FC055 Apologies for Absence: Cllr C Cook (prior meeting), Cllr G Copley (holiday), Cllr I Nicholls (holiday) and Cllr M Richards (personal reasons).

There were no apologies from Cllr L Page and District Councillor Lewis Stanniland.

FC056 Declarations of Interest:

Cllr GF queried whether an interest should be declared in relation to item FC063 planning application on Newcastle Street, noting ownership of a shop/garage in the area, but confirmed no direct involvement or connection with the application.

Cllr SR declared an interest as a member of the Bassetlaw District Council Planning Committee and the Selections Committee. To avoid any potential conflict of interest, he stated that he would not comment or vote during consideration of planning applications. No dispensation would therefore be required.

FC057 Minutes of the previous meeting held on 11 June 2026 (folio ref 2026/032-035) and Extraordinary held on 02 July 2026 (folio ref 2026/036-038)

Meeting of 11 June 2026 – Cllr PW requested that the minutes reflect the reason for calling the Extraordinary Meeting on the 02 July 2026, namely the late receipt of Streetscape Funding documents containing several items requiring Council consideration. It was agreed that the minutes would note that an Extraordinary Meeting was convened due to the volume of matters requiring discussion. The minutes will be altered to reflect this point and be approved at the next Full Council meeting.

Meeting of 02 July 2026 – Cllr PW raised concerns regarding the late circulation of information from the Streetscaping meetings and the Council being asked to consider matters that had already been discussed elsewhere. The Chair explained that notes are prepared and issued by Bassetlaw District Council and can only be shared once received and approved. Concerns about communication, timing of

information, and Council involvement in decision-making were noted. The Chair reiterated that Council representatives attend Streetscape meetings as consultees and are reliant on information provided by Bassetlaw District Council.

RESOLVED: Proposed by Cllr GF, seconded by Cllr NB, all in favour, that the minutes of the 02 July 2026 meeting are an accurate record and were signed by the chair of the meeting. Cllr Pottinger and Cllr Wyman did not vote (as they were not at this meeting)

FC058 Update from Representatives to Outside Bodies (if any)

No updates were received.

FC059 Councillor Applications

No applications have been received.

FC060 District / County Councillor Reports

District Councillor Report: Cllr Emma Griffin gave the following update:

- *Planning permission for Dalston House was approved subject to conditions, including limiting occupancy to three residents. There were 26 objections and 3 letters of support.*
- *A site visit was undertaken at The Beeches with the newly appointed Bassetlaw District Council caretaker. Maintenance of the site was praised. Concerns regarding a large historic tree were discussed; no works are currently planned due to its protected status.*
- *Streetscape security fencing works at Ashvale Road Park are due to commence next week.*
- *A report of possible sewage contamination in the River Trent was investigated by the Environment Agency. Water samples returned clear, although enquiries remain ongoing.*
- *An active enforcement case in Tuxford has been investigated and closed by officers.*

County Councillor Report: Cllr Warren Limber gave the following update:

- *An update was provided on Local Government Reorganisation. Government proposals for Nottinghamshire have been confirmed in principle, with further legal and implementation processes to follow. Further updates will be provided as details emerge.*
- *The County Council's summer wellbeing programme and community funding scheme were highlighted. Grants of up to £5,000 remain available for community projects, with applications encouraged before the closing date.*
- *It was noted that local councils may take on additional responsibilities under future governance arrangements, although details are not yet confirmed.*

- *A motorcycle tour of local villages and pubs was undertaken to engage with residents and businesses and identify local issues, including highway maintenance concerns.*
- *Updates were provided on planned highway works across the area.*
- *Clerk asked for his intervention regarding the issues raised with the A1 footpath access and safety arrangements in September 2025. The matter is being pursued with the relevant authorities.*

FC061 Town Plan and Neighbourhood Plan

R Walker (as co-lead of the Neighbourhood Plan group) advised councillors that the Neighbourhood Plan draft is substantially complete, with only minor amendments outstanding. The document will be submitted to the Council for approval before being forwarded for final review and legal compliance checks. It was noted that the vision statement had been updated to reflect Local Government re-organisation and emerging green energy developments. District Councillor Griffin and Councillors thanked Robin (and the group) for the significant work undertaken in preparing the documentation.

It was further noted that Bassetlaw's Local Plan has been approved and that major energy infrastructure proposals may have significant implications for Tuxford and surrounding areas. Further briefings on these matters will be provided.

RESOLVED: Proposed by Cllr SR, seconded by Cllr MP, all in favour the Neighbourhood Plan document be submitted to the consultant and Bassetlaw District Council for final review

FC062 Finance

All following paperwork was sent electronically to all councillors prior to the meeting and paper copies were given to the Chair to authorise in the presence of councillors and any public present.

a) To approve invoices for payment

Payments on the report were approved and signed.

Bank Transfers totaling: £17,821.78

Direct Debits totaling: £1,262.90

Debit Card payments totaling: £448.70

Cheque payments totaling: £0.00.

Income received totaling: - **£0.00**

RESOLVED: Proposed by Cllr GF seconded by Cllr MP, all in favour.

b) Bank Reconciliation/Budget Variation

Bank Account Balance at 07.07.2026 of £90,935.09 Co-op Bank Current Account, £22,091.83 Co-op Bank Saving Account, and £37,534.76 Hampshire Trust Bank.

Clerk/RFO gave all councillors an up-to-date report on the expenditure, receipts, variances up to and including 07 July 2026, which was sent in advance of the meeting.

RESOLVED: Proposed by Cllr GF seconded by Cllr MP, all in favour.

c) *Internal Audit 2026.27 – Confirm Appointment and accept letter of engagement*

RESOLVED: Proposed by Cllr GF, seconded by Cllr MP, all in favour of accepting the appointment of the internal auditor and confirm that they are independent of the town council.

d) *Broadband Service - Ratify decision to move to Full Fibre 150*

RESOLVED: Proposed by Cllr NB, seconded by Cllr GF, all in favour

FC063 Planning Applications

Planning Application: 26/00195/FUL

Councillors considered the proposed redevelopment of the vacant former commercial building behind the former Co-op site. The proposal would bring a redundant building back into use as office and storage/workspace accommodation, providing additional employment space within the town.

Councillors noted concerns raised by a neighbouring resident regarding overlooking from reinstated upper-floor windows and the external staircase. While acknowledging these concerns, Councillors recognised that the building had historically contained windows in these locations. It was suggested that windows facing neighbouring properties be fitted with obscure glazing and restricted opening, where appropriate, to reduce overlooking.

It was also noted that parking would be accommodated within the existing site and was not expected to increase pressure on on-street parking.

RESOLVED: Proposed by Cllr JM, seconded by Cllr JT, all in favour of the Council supporting the application, subject to consideration of measures to minimise overlooking of neighbouring properties. Cllr's GF and SR did not comment nor vote on this application.

ACTION: Clerk to submit comments to the District Council

FC064 To Review and Approve the following policies and reports:

- Bereavement Policy

RESOLVED: Proposed by Cllr GF, seconded by Cllr NB, all in favour of approving this policy

- Privacy Notice and Data Protection

RESOLVED: Proposed by Cllr GF, seconded by Cllr MP, all in favour of approving this policy

FC065 Cemetery Fees – Review the definition of ‘Resident’

Discussion on the eligibility criteria for the HM Armed Forces category. It was clarified that eligible applicants must have a connection to Tuxford, such as their home or base being in Tuxford while serving.

The group discussed how to verify 25 years’ residency in Tuxford and agreed that the electoral roll would be the most appropriate evidence.

A point was raised about children who have not reached adulthood but may need burial eligibility alongside parents who meet the residency criteria. Councillors agreed this should be considered within the definitions.

The third category, relating to people cared for by family members, was discussed and supported, recognising that elderly residents may not always move into residential care.

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour of the revised definition.

ACTION: Clerk to amend the definition on the cemetery fees document.

FC066 Town Centre Mural

Cllr SR wished to discuss the completion of the Tuxford A1 underpass mural, focusing particularly on the lack of clarity around future maintenance responsibilities, ongoing costs and project management arrangements.

His concerns were not about the artistic value and community benefits of the mural were recognised, but he wanted the council to understand the long-term financial implications before proceeding. The concern was that the project had been presented as a capital-funded project, but insufficient information had been provided regarding future liabilities, including maintenance, repairs, traffic management requirements, health and safety measures and the potential impact on residents through future precept increases.

The councillor questioned why whole-life costs had not been considered as part of the original due diligence process. They highlighted that, although the mural itself may be a funded capital project, assets often create ongoing financial commitments and these responsibilities needed to be clearly identified before the Council could support further progression.

Particular concerns were raised regarding the ownership and maintenance of the bridge structure itself. It was clarified the agreement is between Bassetlaw District Council and National Highways. The Town Council need to seek clarification as to whether it could become responsible, either formally or informally, for future maintenance of the mural or any related repairs.

Questions were raised regarding whether any financial assurances had been received from Bassetlaw District Council. The Clerk/Responsible Financial Officer confirmed that no information had previously been provided to the Town Council regarding future maintenance costs or obligations.

Further discussion took place around the revised costs associated with completing the mural. It was explained that additional costs had arisen due to updated safety requirements, including traffic management arrangements, pedestrian controls, licensing requirements, a cherry picker and additional artist support.

Concerns were raised about lack of communication throughout the project from Bassetlaw District Council, particularly around when cost increases and additional requirements that had been identified.

District Council E Griffin explained that communication from Bassetlaw District Council had not always been effective in the past but had improved with new officers becoming involved. They expressed frustration that the mural had become a repeated source of criticism, particularly on social media, and emphasised the importance of recognising the community involvement behind the artwork.

They explained that the mural contained artwork actually created by local children, consultation with local community groups, including contributions from vulnerable adults working with the contractor. They expressed concern that negative public discussion risked overlooking the personal significance of the project to all those contributors involved in the project. These comments were noted.

Discussion returned to the wider issue of governance and project management. Councillors agreed that lessons needed to be learned regarding procurement, commissioning, communication, risk assessment and identifying future liabilities at the beginning of projects rather than once work was underway.

It was agreed that the council suggest to Bassetlaw District Council that they make all future projects include clearer arrangements for whole-life costs, including potential maintenance reserves or agreements to ensure that council are not left exposed to unexpected liabilities. The discussion referenced the need for better project management processes and clearer responsibilities between organisations involved in delivering publicly funded projects.

The original proposal requesting that the mural works be paused was discussed. It was recognised that the Town Council did not have the authority to instruct Bassetlaw District Council or the contractor to stop the work. It was also acknowledged that stopping the project could still result in costs being incurred, including costs associated with leaving unfinished work.

Following further discussion, the original motion was withdrawn. Instead, Councillors agreed that the priority should be obtaining formal written clarification from Bassetlaw District Council regarding:

- who holds responsibility for ongoing maintenance of the mural and associated structures;

- what future liabilities may arise;
- how maintenance obligations will be managed;
- how similar issues will be addressed in future projects.

RESOLVED: Proposed by Cllr SR, seconded by Cllr JT, all in favour that the Council approach the District Council to seek clarification on the points above, to work collaboratively to obtain clarity and develop improved processes for future community projects. Councillors emphasised that the intention was not to criticise individuals involved but to ensure appropriate governance, financial protection and transparency going forward.

ACTION: Cllr SR, in conjunction with District Councillor EG, Cllr JM and the clerk to draft a letter to Bassetlaw District Council

FC067 Town Centre Street Scaping Funding – Update

Cllr JM gave an update regarding the Town Centre Streetscape funding project. Councillors were reminded that the public presentation/consultation event will take place at the Museum of the Horse on 22 July, between 3:30pm and 6:30pm. Residents and councillors are encouraged to attend to view proposals and ask questions.

Discussion then focused on the asset transfer arrangements for the Beeches Community Centre following completion of works. It was queried whether an asset transfer agreement had been formally agreed. It was confirmed that this had not yet been finalised.

Councillors discussed the outstanding points previously raised, including the six items submitted to Bassetlaw District Council for clarification. These included requests relating to improvements and additional parking. It was noted that Nottinghamshire County Council had declined the parking request, citing access requirements, although no detailed justification had been provided.

The outstanding queries have been forwarded to the relevant team at Bassetlaw District Council for a response, and councillors agreed to await further information.

Minutes from the most recent Streetscaping Funding meeting held on 14 July 2026 were still awaited and would be circulated once available.

FC068 Noise Complaint – watering of the town centre summer plants and determine whether any action is required.

The Council noted a noise complaint regarding the town centre summer watering arrangements. The grounds maintenance team has agreed to change the watering schedule and now starts at 7:00am from the bottom of Eldon Street, reducing disruption to pedestrians, residents and businesses.

A quote of £1,381.10 has been received for removal of electrical equipment and brackets, with further costs possible if alternative power arrangements are required.

Three quotes for a replacement silent electric pump have been submitted to Bassetlaw District Council and funding has been approved through the Streetscape Fund. Confirmation of the order is still awaited.

The Council acknowledged ongoing concerns about early morning noise and agreed to continue monitoring progress and provide updates to the resident and council.

FC069 Cemetery Memorial Inspection – Report Findings and determine resolution

The Council considered the recent cemetery memorial inspection report. Seven memorials have been identified as posing an immediate safety risk (P1 category). A further 19 memorials require monitoring and will be reviewed again in 12 months.

Unfortunately, cemetery records from 1936 to October 1998 are no longer available, making it difficult to trace some families. Attempts will continue to identify relatives, and some family members have already been contacted.

Councillors discussed options for making the unsafe memorials safe, including repairs, staking, partial burial or laying them down. It was agreed that fully repairing the memorials would be costly (estimated at £350+ per memorial) and not considered financially practical.

RESOLVED: Proposed by Cllr GF, seconded by Cllr JM, all in favour to carefully lay the seven unsafe memorials down at an angle where possible, rather than flat, to respect the memorials while removing the safety risk. A notice will be placed on the rear of each memorial explaining why the action was taken and providing contact details for families wishing to discuss the matter.

Councillors also discussed the possibility of applying for community funding to repair those memorials requiring repairs

ACTION: Clerk to apply for funding through Cllr Warren Limber

FC070 To Receive Items for Information, and further agenda items:

- *Clerk Report*

The Council noted the contents of the Clerk/RFO report as submitted for the meeting.

- *Appoint Representative to the STEPS Project:*

RESOLVED: Proposed by Cllr JM, seconded by Cllr MP, all in favour to appoint Simon as the Council's representative to report back on developments across the Trent Valley Supercluster area which includes the STEP project.

The meeting adjourned to allow Questions from members of the public

A member of the public raised three points:

1. Mural Design - Noted that the north and south directional arrows on the unfinished section of the mural appear to be labelled incorrectly and suggested they be reversed before completion.

ACTION: Clerk to contact Bassetlaw District Council to ask them to advise the artist commissioned to undertake the work.

2. Cycle Parking - Queried whether summer floral displays are obstructing existing cycle racks in the marketplace, reducing available cycle parking.

This was **NOTED**.

3. Cycle Lane Proposal - Expressed interest in discussions regarding a potential cycle lane and offered to share ideas with councillors outside the meeting.

ACTION: Member of the public wished to liaise with Cllr SR after the meeting.

FC071 Private and Confidential - Staffing

RESOLVED: It was resolved that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted and Cllr JM read out the following statement.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."

The Clerk advised that an employee had informally enquired about changing from a full-time contract to a seasonal working arrangement. Members discussed the proposal in principle and raised no objections.

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour that if a formal request be submitted, it would be accepted.

The Clerk also advised that staff pay progression and retention would be reviewed and brought forward as a formal item at a future meeting. Members noted the update.

ACTION: Clerk to add to next meeting agenda

FC072 Date of next meeting 03 September 2026 (request to reschedule it from 17 September 2026) - All councillors approved the change of date.

With there being no further business, the meeting closed at 9:21pm

CHAIRMAN'S SIGNATURE..... DATE