

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 19 February 2026

PRESENT: Cllrs N Birkett, C Cook, G Frost (Chair), M Richards, J Temple and P Wyman

IN ATTENDANCE: Clerk, District Councillor E Griffin and 27 members of the public

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

FC146 Apologies for Absence: G Copley (family commitments), J Moorhouse (ill health), I Nicholls (ill health), and L Page (work commitments). County Councillor Limber gave his apologies.

FC147 Declarations of Interest:

There were no declarations of interest declared.

FC148 Minutes of the previous meeting held on 22 January 2026 (folio ref 2025/103-113)

RESOLVED: Proposed by Cllr NB, seconded by Cllr CC, all in favour that the minutes of the above meeting are an accurate record and were signed by the chair of the meeting.

FC149 Councillor Applications

None submitted

FC150 District / County Councillor Reports

District Councillor Report:

Cllr Griffin updated council on the 8mtr CCTV planning application for Gilbert Avenue Playing Field, that she had requested an update on the 'Levelling Up' funding but to date had not received a response and discussed Renters Rights Act 2025.

Bassetlaw District Council will be responsible for implementing and enforcing many aspects of the Act within the district - including Tuxford, such as:

- Responding to complaints about unsafe or unlawful rental practices by landlords.*
- Taking enforcement action where landlords fail to meet legal standards.*
- Potentially providing more robust support and advice to tenants who are at risk of losing their home or facing insecure tenancies.*

She advised that there is an Extraordinary Meeting to discuss an Anti-Social Behaviour (ASB) Policy – which will ensure that the policy is adhered to.

Members of the public raised questions with Councillor Griffin regarding road and verge maintenance, to which she responded that, as a District Councillor, she does not have jurisdiction over these matters and that such queries should be directed to the County Councillor. Questions were also raised concerning housing, specifically the number of vacant properties across the district. Councillor Griffin explained that this is partly due to limited staffing to carry out necessary work. She further advised that properties require assessment and improvement (including the installation of solar panels and heat source pumps) before they can be re-allocated. She noted that, on average, approximately 34 properties may be returned to the Council in any given week, while only around 24 are re-allocated.

Councillor PW requested clarification regarding the Levelling Up Fund, including who to contact for further information. They sought details on which projects are planned, their timelines, what happens to any unallocated funds, and whether there is a specific timeframe for expenditure of the fund.

ACTION: Clerk to request a meeting with Bassetlaw District Council for an update and relay the information back to council.

Cllr Griffin left the meeting immediately after giving her report.

County Councillor Report:

Tuxford Division County Councillor Report – Feb 2026 (Cllr Warren Limber) – Submitted Sunday 22 February 2026.

Residents continue to raise concerns about deteriorating road conditions. Recent extreme rainfall and freeze/thaw cycles have accelerated pothole formation, compounding long-term underfunding of highway maintenance. While funding has increased, historic decline cannot be reversed quickly.

The council has secured £74m for 2026/27 towards the £82m annual requirement and has applied for a further £20.5m. New JCB Pothole Pro machines will enable faster, permanent repairs. Resurfacing works, including surface dressing, full resurfacing, and drainage improvements, are due to begin this spring. Priority roads have been submitted, with confirmation of schedules awaited.

Particular concern remains for rural and agricultural roads around Tuxford, which have been badly affected by winter weather and heavy farm traffic. Residents are encouraged to continue reporting defects via the MyNotts app and to forward unresolved reference numbers to the councillor. Visible improvements are expected through 2026 as funding and repair programmes progress.

FC151 Town Plan and Neighbourhood Plan Update – provided R Walker and K Rutherford and distributed in advance to all councillors prior to the meeting.

**Neighbourhood Plan Group – Progress Report (January/February 2026) -
Summary for Minutes**

1. Housing Allocation Plan

- The group proposes 73 units on five identified sites (excluding backyard or windfall development).
- Council is asked to approve inclusion of these sites in the Draft Neighbourhood Plan (NP).
- The group also proposes up to 100 additional units on suitable sites only, in line with the Design Code and subject to high-quality development.
- Any further development requires additional capacity at Primary Care and education facilities.

Proposed Motion:

“Tuxford Town Council supports the proposed Housing Allocation Plan for inclusion in the Draft NP document and supports the potential for up to 100 additional units, subject to site suitability, quality, and necessary infrastructure provision.”

RESOLVED: Proposed by Cllr GF, seconded by Cllr PW, all in favour to support the motion above.

2. Ashvale Road S106 Update

- No response has been received from relevant authorities regarding the submitted report.
- Council awaits updates from District and County Councillors on follow-up meetings.

3. Draft NP Document Progress

- Approximately 75% of the Draft NP has been completed.
- Text is drafted in full rather than concept form to save Council and residents costs.

4. Housing Allocations Teamwork

- Initial review with BDC used only “potentially suitable” sites and community-supported locations.
- The minimum 73 units across five sites meets current housing shortfall.
- Additional potential capacity: up to 100 units on seven further suitable sites, reflecting community preferences and market demand for high-quality family homes, including a small affordable housing subset.
- Traffic, health, and education capacity are key constraints on any further development.

FC152 Finance

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

a) *To approve invoices for payment*

Payments on the report were approved and signed.

Bank Transfers totaling: £19,506.00

Direct Debits totaling: £619.66

Debit Card payments totaling: £200.27

Cheque payments totaling: £0.00.

Income received totaling: - £1,200.00

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

b) *Bank Reconciliation/Budget Variation*

Bank Account Balance at 09.02.2026 of £75,124.88 Co-op Bank Current Account, £24,883.77 Co-op Bank Saving Account, £37,441.16 Hampshire Trust Bank, and £100.00 Petty Cash float.

Clerk/RFO gave all members an up-to-date report on the expenditure, receipts, variances up to and including 09 February 2026, which was sent in advance of the meeting.

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

FC153 Planning Applications

Approve NP Group Lead to review and provide comments on planning applications from a NP perspective.

RESOLVED: Proposed by Cllr GF, seconded by Cllr PW, all in favour of accepting their guidance and recommendations when considering future planning applications.

In its role as a statutory consultee, the Council considered the following planning applications against relevant material planning considerations.

- Far Leys Farm, Ollerton Road, Tuxford – Planning Application 25/01388/FUL

RESOLVED: Proposed by Cllr GF, seconded by Cllr NB, all in favour to support this planning application

- Dalston House, Clark Lane, Tuxford – 25/01400/FUL

The Council considered this planning application, which attracted significant public interest and a number of members of the public were in attendance.

Council Observations:

1. Accuracy and Completeness of the Application

The Council noted discrepancies within the submitted application, including the description of the property as detached when it is semi-detached. Concerns were also raised regarding the adequacy of neighbour notification and consultation.

2. Conservation Area and Landscape Impact

The site is located within a Conservation Area. The application refers to the installation of an approximately 8ft boundary fence; the Council seeks clarification on its design, height, and potential impact on the character and appearance.

The Council further noted that the application makes no reference to existing hedging or trees, despite their presence on and around the site, including trees subject to Tree Preservation Orders. Clarification is requested as to whether these matters have been properly assessed.

3. Design, Layout and Use

The application states that no external alterations are proposed; however, the Council considers that further information is required regarding any external requirements associated with the proposed use, including access arrangements and servicing.

The application does not clearly identify the planning use class or designation of the proposed development.

4. Infrastructure and Servicing

The Council noted that the application states there will be no additional demand on waste or servicing arrangements. Given the proposed use, the Council requests further clarification regarding refuse provision, access, and associated infrastructure implications.

5. Education and Consultation

The Council considers that the Local Education Authority should be consulted as a consultee in respect of this application. Given the proposed use as a residential children's home, clarification is required as to whether the potential impact on local education provision and school place capacity has been assessed.

6. Compliance and Implementation

The Council noted reports that works may have commenced prior to determination of the application. While this is a matter for the Local Planning Authority, the Council agreed that clarification should be sought.

The Council and RW, as Group Lead of the Neighbourhood Plan Group, encouraged members of the public to submit individual representations directly to Bassetlaw District Council, ensuring that comments relate to relevant material planning considerations.

RESOLVED:

Proposed by Cllr GF, seconded by Cllr NB, all in favour, that Tuxford Town Council objects to this planning application on the grounds outlined above, including concerns relating to accuracy of submitted information, impact on the Conservation

Area, tree and landscape considerations, adequacy of consultation, infrastructure implications, and lack of clarity regarding use and servicing.

FURTHER RESOLVED:

That the Town Council formally requests the District Councillor (Emma Griffin) ask for this application to be determined by Bassetlaw District Council Planning Committee at a public meeting rather than under delegated powers, due to the level of public interest and the matters raised.

ACTION:

The Clerk is to contact the Bassetlaw District Council Case Officer and Planning Enforcement Officer to raise the concerns identified by the Council, including potential inaccuracies within the application, consultation requirements, and any works that may have commenced prior to determination.

- .Land North Of Bevercotes Lane Tuxford Nottinghamshire – 26/00008/TDCMIN

RESOLVED: Proposed by Cllr GF, seconded by Cllr CC, all in favour to support this planning application

- 13 Haynes Close, Tuxford – 26/00093/HSE

RESOLVED: Proposed by Cllr GF, seconded by Cllr JT, all in favour to support this planning application

- Playing Field, Gilbert Avenue, Tuxford – 26/00122/FUL

RESOLVED: Proposed by Cllr GF, seconded by Cllr NB, all in favour to support this planning application and that the Town Council declares that it has requested the CCTV installation through the Levelling Up funding stream and that the land is leased from Bassetlaw District Council. Comments are provided for completeness and transparency

- Land South of North Road Garage, North Road, Tuxford – 25/01317/FUL

RESOLVED: Proposed by Cllr PW, seconded by Cllr MR, all in favour to support this planning application

- Land south west of National Grid High Marnham Sub Station and east of Fledborough Road, High Marnham – 26/00147/FUL

RESOLVED: Proposed by Cllr GF, seconded by Cllr PW, all in favour to ask Bassetlaw District Council planning department for an extension to comment due to not having sufficient information.

ACTION: Clerk to update Bassetlaw District Council Planning Portal with council's decisions on these applications.

Planning Register – Councillor noted the up-to-date planning register

FC154 The Beeches Community Centre – Deferred from 22.01.2026 – to form a committee – UPDATE

Cllr's LP and MR and District Councillor EG all stated that they would not be joining this committee.

To date there are 3 councillors (Cllr's GC, IN and JT) on the committee when the requirement is 5. There are currently 4 members of the public that would like to be on the committee.

RESOLVED: Proposed by Cllr PW, seconded by Cllr GF, all in favour, to revisit the decision of potentially purchasing The Beeches Community Centre

ACTION: Clerk to put it on 19 March 2026 agenda

FC155 Gilbert Avenue Playing Field – Lease update.

NOTED: The Town Clerk reported that Bassetlaw District Council's Legal Team has been provided with contact details of the solicitor appointed to act on behalf of Tuxford Town Council.

The Council noted that the Legal Department has confirmed that the land in question will not be gifted to the Town Council. Instead, it will be made available under a 99-year lease.

The Council acknowledged the information and agreed to proceed on this basis

A concern was raised regarding the potential for future development of the site. The land is currently classified as *amber* under the LAA, which may indicate a risk that the land could be reclaimed for development at a future date.

ACTION: The Clerk is to contact the Town Council's legal representative to seek clarification on this matter and to ensure that appropriate safeguards are incorporated within the lease or contractual agreement.

FC156 Allotment Pond – to review and approve quote

The Council considered the report on infilling the damaged pond at the Lodge Lane allotments, including contractor quotes and Environmental Agency compliance requirements.

RESOLVED: Proposed by Cllr GF, seconded by Cllr MR to approve Quote C for the works

ACTION: Clerk is authorised to register any required exemption and complete all associated environmental compliance steps prior to commencement of works.

FC157 To Review and Approve the following policies:

- Internal Control Testing

The complete testing results were distributed to all councillors for review and consideration.

RESOLVED: Proposed by Cllr NB, seconded by Cllr PW, all in favour of approving the policy. The Council noted that internal control testing was undertaken on Thursday 12 February 2026 by Cllrs GF and MR.

- Risk Management Scheme

The Town Clerk presented the Tuxford Town Council Risk Management Scheme, including:

- Governance and Internal Control Context
- Operational, financial, asset, and compliance risks
- Governance & Transparency risks
- Linkages to the Internal Audit Report and findings from 2025/26

Councillors reviewed the Scheme and confirmed that it remains fit for purpose for the financial year ending 31 March 2026.

The Council considered all relevant internal audit recommendations, confirmed that risk mitigations are appropriate, and noted that all actions arising from previous reviews have been addressed or are being monitored.

RESOLVED: Proposed by Cllr CC, seconded by Cllr JT, that the Risk Management Scheme is adopted for 2026/27, and evidence of this review and adoption is recorded for audit purposes, with review to be undertaken annually thereafter

ACTION: The Clerk will ensure the updated Scheme, including this resolution, is published and linked to the Council's internal control and governance documentation.

FC158 Grant Application – Walks of Life Museum

The Council considered the request from Walks of Life Museum for a grant of £300 towards the purchase of hardcore to repair the museum car park.

RESOLVED: Proposed by Cllr GF, seconded by Cllr NB, all in favour to approve the grant request.

ACTION: Clerk to action.

FC159 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.

The full report can be viewed and referenced on the Tuxford Town Council website under Council Meetings.

Items for Information:

- Councillor Proposal & Report Template

The Clerk presented a draft councillor proposal and report template for consideration.

Councillors were asked to review the draft and may formally adopt the template at the next Full Council meeting on 19 March 2026 to ensure all submissions follow a consistent format.

- Update on Levelling Up Funding (Information provided by an officer at Bassetlaw District Council)

Gilbert Avenue Playing Field - Land Ownership - *I have emailed our Estates Team to provide an update on this and will hopefully be able to update you next week.*

Pavilion at Gilbert Avenue Playing Field - *I am now exploring this option and had a meeting with our Park & Open Spaces Manager this week, he's suggested one of these options: [Bespoke, offsite built, modular Sports and Changing Facilities](#) [Modular Buildings, Storage Units, Outdoor Stores, Portable Containers & more:](#) [Cleveland Sitesafe.](#)*

Council were asked what their thoughts are on this and whether they have any more details on what this would be used for - to help them gain some more information

ACTION: All Cllr's approved the link of what was sent – decision to be relayed back to Bassetlaw District Council.

Neighbourhood Plan Funding - *They've emailed Neighbourhood Planning Team to see if any funding is available – will update as soon as I receive a response.*

Bins, Benches, Planters - *It is likely that this will need to go through a tender for the bins, benches and planters and they are seeking advice regarding planning permission and tendering, once I get a definitive answer I shall update you further.*

- Mural Project – Draft Layouts

The Clerk presented two draft mural layout options developed by a artist team in collaboration with ArtWorks and local community groups (these were also emailed out to all councillors the morning of the meeting, as soon as they were received).

Councillors reviewed the printed layouts and provided feedback on imagery and storytelling elements they felt were important to include, as well as any local heritage or community references to be incorporated.

Following discussion, the Council did not select a specific layout at this stage. However, Members expressed the view that the mural should reference the Great North Road, noting Tuxford's position 169 miles north and 169 miles south, marking it as centrally located. It was also observed that St Nicholas Church, the town's oldest building dating from 1179, is not currently featured and should be considered

for inclusion. Along with the lock up and the Read's Building (the Old Grammar School).

ACTION: Clerk to inform Bassetlaw District Council of the councillor's views and feedback – giving these comments and suggestions and asking that they are communicated to the artist team for consideration within the refined design and colour palette.

The Council noted the positive engagement with the community and thanked the artist team for their work to date.

Clerk updated council to advise that she had asked for a statement to be published regarding the 'levelling up' fund and allocation criteria but to date they have not responded.

- Summer Flowers - Supply Quotes

The Clerk asked councillors if they were aware of any additional suppliers who could provide a quote for the supply of summer flowers, as all previously approached suppliers have declined to quote this year. The Council noted that only one quote has been received to date and agreed to provide any contacts they may have to assist in obtaining competitive quotes.

ACTION: It was suggested that the clerk contact two garden centres in Southwell.

- Use of Gilbert Avenue Playing Field - Walesby Football Club

A request was received from Walesby Football Club to use Gilbert Avenue Playing Field. The Club advised that it understood Tuxford Youth Football Club had folded.

The Clerk confirmed directly with Tuxford Youth Football Club that this information is incorrect, and it was noted that the Club has signed an agreement to continue use of the playing field from September 2025.

Councillors discussed how best to respond to the request.

ACTION: It was agreed that the Clerk will contact both Tuxford Youth Football Club and Walesby Football Club to invite them to a meeting with the Town Council, in order to clarify current and future usage of the facility and to explore whether shared use can be accommodated. District Councillor E. Griffin may be invited to attend in an observer or advisory capacity.

- Cemetery Trees - Remedial Work

Three quotes were requested for remedial work on the cemetery trees identified in the recent tree inspection as requiring remedial work within 6 months:

- Contractor A: £0 (agreed to carry out the work free of charge under the existing service-level/reciprocal arrangement)
- Contractor B: £1,200
- Contractor C: £1,440

The recommendation to Full Council is to proceed with Contractor A. This recommendation will be presented to and ratified by Full Council at the next meeting.

ACTION: Clerk to inform contractor to undertake work and place on future agenda to get decision ratified.

Future Agenda Items:

- Speed Gun Request – Cllr JT
- Newark Road Car Park – Cllr MR

FC160 Questions from Members of the Public

Newark Road Car Park.

A couple of members of the public stated that whilst the contract on the car park states that you can't charge to park, there is a possibility that charges can apply under a breach of parking and suggested that Cllr MR consider this when writing their report for the next meeting.

A member of the public provided an update on a petition concerning the road conditions in Tuxford. They reported that the petition has received 504 signatures and thanked those who had already supported it, while encouraging further signatures. The member of the public advised that they had raised the matter with the local MP and are advocating for a comprehensive resurfacing scheme. They requested that the issue be considered under the portfolio of Mick Barton, Nottinghamshire County Council Portfolio Holder.

FC161 Private and Confidential – Staffing

Cllr GF read out the following statement and members of the public were asked to leave the meeting:

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."

RESOLVED: Proposed by Cllr GF, seconded by Cllr JT, all in favour the Council approve the incremental progression of Grounds Maintenance Supervisor.

2025/125

The salary scale for Grounds Maintenance Operatives was discussed; in line with benchmarking against other local roles, it was considered fair at this time but may be revisited in the future if required.

The Council confirmed that the annualised working hours arrangement will continue.

FC162 Date of next meeting 19 March 2026

With there being no further business, the meeting closed at 8:53pm

CHAIRMAN'S SIGNATURE..... DATE