

**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 20 November 2025**

**PRESENT:** Cllrs N Birkett, G Frost (Chair), M Richards, I Nicholls, L Page and P Wyman

**IN ATTENDANCE:** Clerk. County Councillor W Limber, District Councillor E Griffin and 7 members of the public

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

**FC099 Apologies for Absence:** Cllrs C Cook (holiday), and J Moorhouse (holiday).

**FC100 Declarations of Interest:**

There were no declarations of interest declared.

**FC101 Minutes of the previous meeting held on 16 October 2025** (folio ref 2025/076-085)

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

Cllr PW queried whether the devolution meeting had been minuted and raised concerns about it being organised via social media, as he does not use it and did not receive the email notification.

**ACTION:** Clerk to confirm with the Chairman that Cllr PW's contact details are included in all group emails going forward.

**FC102 Summary of Actions**

**FC204** – 20.03.2025 – Newark Road Parking – Action from 18.09.2025 was for Cllrs MR and IN to produce a report. RW will be undertaking this as part of the NP going forward. As per folio reference FC087

**FC043** – 26.06.2025 – Parking Permits. The clerk has contacted Bassetlaw District Council to enquire about their schemes. Update: Chased numerous times, D Cllr EG has been copied into correspondence with Bassetlaw District Council but still no reply. ONGOING – Still not getting a response from Bassetlaw District Council

FC090 – 16.10.2025 – Write to Julie Leigh regarding installation of Play Equipment at Clinton Gardens – done on 23 October 2025. To date no response has been received.

FC091 – 16.10.2025 – Do a cemetery field review. Will be discussed under item FC112 below

FC093 – 16.10.2025 – 9 Eldon Street – Levelling up enquiry – Done.

FC094 – 16.10.2025 – Lease. Obtain solicitor quotes – Done. 8 companies contacted. 3 quotes received to date. Chased Legal Admin to ask for a copy of the draft lease (no response to date)

FC096 – 16.10.2025 – 2026 Meeting Dates. Advertise – Done and The Beeches Community Centre Update – To be discussed under item FC110 below.

**Item FC204** - Cllr PW noted that although this item has been minuted multiple times (valuation, working group, reports, deferrals), no progress has been made. He stated that the NPG should not be overseeing the Newark Road Car Park and that the matter needs to move forward. It was agreed to discuss this under item FC106 below.

### **FC103 Councillor Application**

Mr. Gary Copley gave a short presentation and was co-opted.

**RESOLVED:** Proposed by Cllr PW, seconded by Cllr IN, all in favour.

He signed the Declaration of Office and advised he will need to complete Register of Interests online at Bassetlaw District Council.

Cllr Copley was provided with a copy of the council papers once he had signed his declaration of acceptance of office. However, he did not participate in any votes, as he had not had sufficient time to review and research the papers thoroughly.

### **FC104 Appoint new member to Personnel Committee following resignation of Simon Richardson and approve amendment to Personnel Terms of Reference**

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr MR, all in favour of Cllr LP being appointed. And terms of reference were approved.

### **FC105 District / County Councillor Reports**

#### ***District Councillor Report:***

*Beeches Community Centre:* Contractor appointed to carry out energy-efficiency improvements (heating, windows, kitchen). Work expected Feb–Aug 2026.

*A1 Underpass Mural:* Contractor appointed following quotes. Community consultation will get underway shortly. Work expected early spring.

*Newcastle Arms Parking:* Proposal rejected. Updating Newark Road car park supported in principle; Clerk to obtain quotes.

*Heritage Planters/Bins:* Further information requested; delayed to date.

*CCTV – Gilbert Avenue:* Costings and planning discussions underway; project progressing.

*Town Centre Lighting:* VIA will not replace heritage lighting; columns will be painted black. Chantry Walk column to be replaced.

*Chevron parking at Beeches:* Not approved by VIA.

*Cycleway underpass:* VIA says not feasible due to lamppost relocation costs.

*Speed signs:* Designs approved; new liaison officer in place.

*GAPF facilities:* Cost options being explored (pavilion vs pods).

*Bicycle parking:* Accepted in principle; locations/quantities needed.

Cllr EG expressed disappointment in Notts Police regarding recent ASB and arson in the town and will be pursuing this with those agencies.

A member of the public asked about money potentially being spent on GAPF (possible Pavilion) when the lease extension hasn't been approved yet. Cllr EG stated that it is with the legal department but had been approved by cabinet.

**ACTION:** Clerk to contact TYFC and ask them what is happening regarding the playing field and to request they tidy the area around their container.

Cllr PW asked who is managing the Levelling Up project. It was confirmed that Bassetlaw District Council is running it, with projects decided via the Neighbourhood Plan based on public consultation.

**ACTION:** Clerk to obtain a copy of the list of projects and their costs.

### ***County Councillor Report:***

*Highways:* Over 8,800 potholes/defects reported since April; 8,000 repairs due by December. 77 miles of road repairs completed this year (incl. 60 miles surface dressing). Highways review completed, focusing on funding, asset management, efficient delivery, and community-led work.

*Education & SEND:* Ongoing concerns from families about delays in EHCP processes, highlighted by a recent gathering at County Hall. Applications now open for Reception and Year 3 places for September 2026; families encouraged to apply early.

*Finance:* Budget gap reduced by £2.6m. Nottinghamshire Pension Fund achieved £739k in annual savings through fee negotiations.

*Public Health & Community:* New stop-smoking-in-pregnancy initiative launched; smoke-free sidelines adopted by grassroots football clubs. Winners announced for the Council's nature photography competition.

A question was raised regarding a footpath between Clinton Gardens and Gilbert Avenue Playing Fields, which was a planning condition for the Clinton Gardens estate but has not been built. County Cllr Limber advised that the £55k may not be available for this path, but other funding streams could be explored. He will investigate and liaise with the NPG and Town Council.

District Councillor Simon Richardson reported that a campaign is underway to ensure the promised play park at Clinton Gardens is delivered. He asked County Councillor Limber for his support. Cllr Limber agreed to meet with him to learn more about the situation and determine how he might be able to assist.

**FC106 Town Plan and Neighbourhood Plan** Update – provided and distributed in advance to all councillors prior to the meeting. Keith Rutherford attended the meeting to answer any questions members had.

***Neighbourhood Plan Group – Progress Report (November 2025) - Summary for Minutes***

Overview

The leadership team has focused this month on a detailed review of the Draft Neighbourhood Plan (NP). No wider NPG meetings were held, though an update will be issued to members soon.

Draft Neighbourhood Plan Review

A full paragraph-by-paragraph review has identified 110+ amendments required, including integrating the Housing Needs Assessment, Site Assessment, and community housing feedback into a unified summary. RW will complete first-stage edits over the next four weeks. Upon completion, the plan will become a “final draft” for TTC approval and BDC review.

Futureproofing the NP

Discussions with BDC (Bassetlaw District Council) and UA (Unitary Authority) transition officers indicate:

- Tuxford's pilot Neighbourhood Priorities Statement is expected to gain statutory weight.
- The Localism Act framework remains unchanged; a made NP will carry full weight into the future Unitary Authority.
- Housing site allocations in the NP (covering the remaining 63 units plus further capacity) will safeguard the plan against future allocation changes.
- The future UA councillor for Tuxford will be able to use the made NP as clear evidence.

Concerns regarding BDC's appeal overturn rates were raised; BDC claims parity with other authorities, though overturns in Tuxford appear disproportionately high.

S106 – Ashvale Road Estate Infrastructure

Notts Highways:

Notts Highways insist that S106 conditions must be followed exactly; TTC's alternative proposals (aligned with S106 wording but requiring changes to BDC planning conditions) were rejected. TTC will request compliance with Highways' own submitted conditions, including:

- Two new covered bus stops with smart signage inside the estate.
- Defined bus services diverting into the estate to serve these stops.
- A 2.5m combined cycle/pedestrian path from Clinton Gardens to the eastern boundary - current plans lack sufficient allocation, and there is no eastern exit.

*BDC Infrastructure (Play Area & Maintenance Funds):*

A factual statement will be compiled for presentation to BDC regarding play equipment and associated maintenance funds.

Report submitted by: Robin Walker & Keith Rutherford

There were no questions or comments asked of Keith Rutherford (who was in attendance to answer questions)

**Future of the Neighbourhood Plan (Cllr PW)**

Clarification was given that although Robin Walker has resigned from the town council, he will continue supporting the Neighbourhood Plan Working Group (NPG) outside the Council, alongside Keith Rutherford and members of the NPG.

The Town Council is represented on the NPG (Chair sits on the group). NPG leads will provide updates at every full council meeting, and the item will remain on the agenda until adoption.

**FC107 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 (Appendix f)*  
Payments on the report were approved and signed.  
Bank Transfers totaling: £17,018.95  
Direct Debits totaling: £327.20  
Debit Card payments totaling: £1,047.18  
Cheque payments totaling: £0.00.  
Income received totaling: - £263.80

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

*Bank Reconciliation/Budget Variation (Appendix g)*

Bank Account Balance at 13.11.2025 of £113,329.31 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 13 November 2025, which was sent in advance of the meeting.

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

*b) Discuss and Approve Cemetery Fees 2025.26 (Appendix h)*

Fees to be increased 3.5% for 2025. Effective 30 Nov 2025.

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

*c) 2026.27 Precept (Appendix i)*

Cllr PW raised several questions and queries regarding the DRAFT precept.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr MR to call an extra ordinary meeting specifically to discuss the precept in December 2025.

*d) Financial Software Package (Appendix j)*

The Council reviewed correspondence from Scribe regarding a proposed increase to the financial software subscription fee from November 2026. Scribe's new pricing model - based on precept size - would result in an annual cost of £786.24, representing a significant rise (of 40%). Following the Council's challenge, Scribe offered a phased increase over three years.

Alternative providers were explored, with one initial quotation received at £812 per year, it has proven difficult to get a third quotation despite repeated requests.

**RESOLVED:** Proposed by Cllr MR, seconded by Cllr LP, all in favour of remaining with Scribe, accepting the phased subscription increases over the next three years, and reviewing the position again after that period.

*e) Servicing of St Nicholas Church Clock (Appendix k)*

**RESOLVED:** Proposed by Cllr IN, seconded by Cllr GF, all in favour of the Council to approve the servicing cost of £150. It was noted that any additional maintenance or repairs required beyond the routine service will be the responsibility of the church to fund.

*f) To ratify decision made by the Clerk and Chairman to appoint contractor to undertake catenary wire pully test (being carried out on Tuesday 25 November 2025)*

**RESOLVED:** Proposed by Cllr PW, seconded by Cllr GF, all in favour of ratifying the urgent decision by the Clerk and Chair to proceed with the £1,143.70 pull test of the town centre catenary wires to ensure safety and compliance for the Christmas lights installation. The Council noted future HERS Registration requirements and the potential need for annual testing.

### **FC108 – Planning Applications**

Planning Application: 25/01120/TPO – Newcastle Cottage, 74 Newcastle Street, Tuxford

**RESOLVED:** Proposed by Cllr IN, seconded by Cllr GF, all in favour of supporting this application.

Planning Application: 25/01179/CAT – Manvers Farmhouse, 12 Ollerton Road, Tuxford

**RESOLVED:** Proposed by Cllr IN, seconded by Cllr GF, all in favour of supporting this application.

**ACTION:** Clerk to submit comments on Bassetlaw District Council's Planning Portal.

### **FC109 Lease Extension**

The Council noted correspondence from the Legal Administration Team regarding the lease extension and confirmed that the Clerk remains the main contact until a solicitor is formally appointed.

The Clerk has contacted 8 law firms for an initial quote and asked Bassetlaw District Council for a copy of the draft lease. This has not been received to date. 4 legal quotes have been received to date. It was noted that the clerk is the main contact until further notice.

**ACTION:** Clerk to monitor progress.

Clerk advised that the goal posts are going to be installed during the week commencing 24 November 2025.

*Cllr LP left the meeting at 8pm*

### **FC110 The Beeches Community Centre – Review Decision to Purchase**

The clerk gave an update following her meeting with Bassetlaw District Council on the 19 November 2025. Council noted that Task Master has been appointed to carry out energy-efficient improvements at the centre, including replacement of heating, windows, and kitchen. While the toilets are not currently scheduled for replacement, the contractor may address them during groundwork due to recurring blockages.

Work is expected to commence around February and take approximately six months to complete. After completion, the centre is expected to be handed over to the Council.

Upon completion of the work, it was proposed that the Council agree to review options and ensure that the six specified requirements are met before agreeing to take formal ownership or management of the centre.

Cllr PW proposed holding a public meeting to update residents on current matters, initially suggesting December but amending his proposal to mid-January after discussion.

**RESOLVED:** Proposed by Cllr PW, seconded by Cllr MR and approved unanimously, with Cllr GF abstaining.

**ACTION:** Clerk to arrange an extra ordinary meeting for Thursday 15 January 2026. Cllr PW will be required to submit a report and a temporary chair will need to chair the meeting as both the chair and vice chair will be unavailable on this date.

### **FC111 TO RECEIVE ITEMS FOR INFORMATION:**

#### **Entrance Signs**

The Council noted that a public consultation on replacing the town entrance signs using LCF funding indicated that the community does not support replacing the existing signs. As a result, the Council will not be applying for LCF funds, and the item is dropped for further consideration, as there was only a proposal in the past to explore this, but no resolution to replace the entrance signs.

#### **Clerk Report**

Members noted the contents of the clerk report. This report is listed on the town council website.

Clerk asked for resolution on the following:

- Amazon Prime Account – Subscription Renewal

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr IN, all in favour of the Council to renew the Amazon Prime subscription for a further year and noted that the Clerk will continue to seek the best available price.

All other comments were noted with no comments.

There are currently six Town Council vacancies. The Clerk advised that a further application has been received and will be considered at the 22 January 2026 meeting.

### **FC112 Questions from Members of the Public**

There were no questions from the members of the public. One member of the public advised that they are organising a carol singing group, leaving Tuxford Working Men's Club at 5:45 pm on 22 December 2025. Everyone is welcome to join or support; all proceeds will be split between Bluebell Wood Children's Hospice and Forget Me Nots.

### **FC113 PRIVATE AND CONFIDENTIAL**

- Cemetery Field

The Council reviewed the cemetery field rented for cattle grazing, noting informal tenancy, minimal rental income (£157.87 for 2026/27), grazing is well-managed, and no formal agreement exists. The Council considered formalising the tenancy, reviewing rent, and maintaining land management and records.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr MR, all in favour to leave it as it is.

**ACTION:** Clerk to locate the deeds and confirm boundary lines and amend report accordingly.

**FC114 Date of next meeting** 22 January 2026

With there being no further business, the meeting closed at 8:40pm

CHAIRMAN'S SIGNATURE..... DATE .....