

Averham, Kelham and Staythorpe Parish Council

Meeting of the Parish Council on Monday 14 April 2025 at 7:00pm at Kelham Hall

Minutes

Present: Cllrs J Miller (JM) (In the Chair), J Allan (JA), J Wolfenden (JW) and J Cobley (JC)

In attendance: Lynda Ogilvie, Locum Clerk, Chris Harris, Cllr K Melton (NSDC) (KM) and 6 members of public

	Welcome JM Welcomed everyone and opened the meeting at 7.11 pm.
AKS 25-17	Apologies for Absence. Cllr Saddington was unable to attend as she was at another Parish Council meeting
AKS 25-18	Declarations of Interest either direct or indirect from members for any item to be considered and any dispensations to be considered. There were no Declarations of Interest
AKS 25-19	Approve the minutes of the Parish Council Meeting held on 17 February 2025 Minutes were approved by all members and signed as a correct record.
AKS 25-20	Questions and comments from members of the public (limited to 15 minutes) The following items were raised: <ul style="list-style-type: none">• JPAG Costs• Defibrillator at Staythorpe• Pelican crossing• Neighbourhood Plan• Former school site at Averham – update on latest position
AKS 25-21	Updates required from the previous meeting for items not covered on the agenda. <ul style="list-style-type: none">• The plaque recognising thanks to the Robin Hood Theatre for hosting the King's portrait has been purchased and installed• JM has responded to the person who complained about access to the Church across Kelham Hall land• Members were updated on the caravan at the rear of Parkcroft, Station Road. This may be considered lawful provided it is ancillary to the main house.
AKS 25-22	Reports from County Councillor and District Councillor Cllr Saddington, although not present, had sent a message that she had received complaints from residents regarding the BESS application. She will raise these concerns as appropriate, but noted that Cllr Melton should deal with this as it is an NSDC matter Cllr Melton noted the following:

	<ul style="list-style-type: none"> Southwell Racecourse wish to extend the number of race days permitted from 80 per year to 100. Currently about 40 permitted race days are evening events, but with increased days this is likely to be up to 70, and events will also start earlier. There is concern about traffic in nearby villages He suggested a strongly worded letter re the BESS application and fire risk – JA to follow this up with a copy to JM
AKS 25-23	<p>To review/respond to correspondence sent and received by the Parish Council</p> <p>There was no correspondence to be discussed.</p>
AKS 25-24	<p>To Consider Planning Applications Received:</p> <ul style="list-style-type: none"> <u>24/01624/FUL</u> The Fox Inn, Kelham Demolition of cart shed. New function room extension, replace cellar roof, additional first floor windows and external staircase, repairs and retiling main roof, EV charging points, bin store and closing vehicular access Responses from the Council to the above application, together with 24/01622/FUL and 24/01623/FUL, were made as follows: Council supported the development of the house and function room, but objected to the 10 bed accommodation as it was considered too oppressive. <p>Other planning matters:</p> <ul style="list-style-type: none"> 25/00414/LDCP Application for the lawful development certificate for the siting of a twin-unit mobile home (caravan) within the residential curtilage of Parkcroft, Staythorpe Road, Averham. See Agenda Item AKS 25-21 <p>Planning Decisions: No decisions had been received.</p> <p>Members discussed developing a Neighbourhood Plan. As there are currently only 4 members of AKS Parish Council, it was agreed that this is something which should be taken forward by members of the community, and residents will be asked to get involved.</p>
AKS 25-25	<p>Clerk's financial report, agree expenditure and other necessary action.</p> <ul style="list-style-type: none"> To note balance as at (<i>to be inserted</i>) This had not been available when the Agenda was issued, but Clerk confirmed that the balance as at 9 April 2025 was £14,824.50 Payments/Invoices <ol style="list-style-type: none"> Cllr J Allan - £384.00 (Expenses) Cllr J Woolfenden - £29.95 (King Charles plaque) Cllr J Cobley - £25 (Replacement notice board keys) Lynda Ogilvie – Clerk Duties Above payments were authorised. Received (<i>to be inserted, if any</i>) None received To consider using Scribe accounting system It was agreed that this will be discussed between Locum Clerk and new Clerk so that he can consider if this system would be suitable. AGAR

	<p>Noted that this needs to be completed</p> <ul style="list-style-type: none"> • Appointment of Internal Auditor Locum Clerk was asked to approach the previous internal auditor, but if she is unable to assist, other people will be approached. <p>JPAG costs were discussed. It was not clear how much AKS PC would be asked to contributed, but Members agreed that the Council would contribute up to £1810., proposed JA, seconded JC, all in favour.</p>
AKS 25-26	<p>Defibrillators – Proposal to set up a service contract for maintenance of three village defibrillators.</p> <p>JA confirmed that new pads, including for infants, plus replacement batteries have been ordered for the Staythorpe defibrillator, and will arrive shortly. He also noted that the box was in need for replacement. He will research replacements.</p> <p>Defibrillators need to be checked regularly, ideally weekly. Volunteers will be sought to undertake this task and report when anything is amiss.</p> <p>Each defibrillator is registered on The Circuit.</p>
AKS 25-27	<p>To consider cleaning of the late Cllr Anne Miller village location map at Kelham</p> <p>JM will deal with this.</p>
AKS 25-28	<p>Action required for the disposal of existing, and set up replacement picnic tables on riverside at Averham</p> <p>JM will deal with this.</p>
AKS 25-29	<p>Review of the ‘service level agreement’ for producing and displaying PC meetings and Minutes</p> <p>Locum Clerk will discuss with new Clerk and suggest a workable plan.</p>
AKS 25-30	<p>VE80 Celebrations – to note £250 grant towards hire of room at Kelham House for celebrations.</p> <p>Also note other funds which have been made available.</p> <p>Locum Clerk confirmed that application to NSDC for grant was in hand Council agreed to pay £250 for room hire at Kelham House (three members in favour, one abstention)</p>
AKS 25-31	<p>Staythorpe Power Station Operational Noise Survey feedback</p> <p>The above recorded that noise levels are below the permitted maximum.</p>
AKS 25-32	<p>Update on Website</p> <p>No further information is available, JW will follow up.</p>
AKS 25-33	<p>Items to be added to the agenda for the next meeting</p> <ul style="list-style-type: none"> • Update on defibrillators • Update on Website • Planters – budget for purchase of plants to be agreed
AKS 25-34	<p>Date of the next Parish Council Meeting Monday 19 May 2025 at 7.00pm, Kelham Hall. This will be the Statutory Annual Meeting of the Council</p> <p>Noted.</p> <p>It was also confirmed that the Annual Parish Meeting will take place on the same evening, and representatives of village groups will be invited to attend and present a report on their organisations.</p>
ASK 25-35	<p>In Accordance with Public Bodies (Admission to Meetings) Act 1960 Section 1(2), the Council is asked to approve the exclusion of public and press for the following item for reason of the confidential nature of the business to be transacted</p> <p>Members approved the exclusion of press and public for the following item.</p>

AKS 25-36	Recruitment of Clerk, and associated matters Members were pleased to approve the appointment of Chris Harris as Clerk to the Council, and Responsible Finance Officer, to commence immediately. Locum Clerk, Lynda Ogilvie, will continue to be employed to offer assistance as required.
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There being no further business, Chair thanked everyone for attending, and closed the meeting at 21.28 pm.

Approved as a Correct Record and Signed:

**Chair
19 May 2025**

DRAFT