

**Minutes of the Parish Council Meeting held on the
Tuesday 27th of January 2026 at 7:00pm at Kelham Hall**

Present: Cllrs John Miller (JM) (Chair), John Allan (JA), John Cobley (JC), John Wolfenden (JW) and Tim Barbary (TB).

In Attendance: 4 members of the public and William McLaughlin (WM) Parish Clerk.

	Welcome	Action
AKS 26-10	Apologies for Absence. None	
AKS 26-11	Declarations of Interest either direct or indirect from members for any item to be considered and any dispensations to be considered. None	
AKS 26-12	Approve the minutes of the Parish Council Meeting held on 5th November 2025 Proposed by JA Seconded JC All in favour	
AKS 26-13	Questions and comments from members of the public (limited to 15 minutes) A member of public gave thanks for supplying the defibrillator for Hopwas Close, which is now up and running. Another member also spoke about the previous finance meeting and if there was enough time given for the notice for the meeting. JC – All were notified and it was published in advance within the legal requirement. The finance meeting is a public meeting. The Old School site has now been officially approved by County Council members half for housing and half for community use. HIVE group have had talks about it for many years, but still no letter of intent. A transfer of ownership to the community is expected. A matter was raised about the scrap vehicles still left in the garden at The Bungalow Staythorpe Road. Although some improvement was reported it was felt that much more could be done by the N&SDC Enforcement Officer. A number of bonfires have been reported to the local Environmental Department. It was agreed that JA & WM would write to Richard Marshall Enforcement Officer highlighting our concerns. Keith Melton (KM) could potentially help with this.	JA/WM
AKS 26-14	Updates required from the previous meeting for items not covered on the agenda & Correspondence. A request has come in from Judith Mills for the Parish Council (PC) to support a Kelham Church event. Clerk to request further details on costings from Judith. A conversation took place about the dog bins overflowing after receiving a letter from Linda White Church Lane Averham. The PC discussed whether they wanted the bin emptying more frequently or whether they just need a bigger bin. Clerk to find out from N&SDC on which would be the most cost effective. A discussion took place on the new defibrillators. JA had checked Hopwas Close and Averham Park and both were working. Kelham requires new batteries installing.	WM WM

	<p>Both Averham and Kelham village defibrillators will require replacing soon, as replacement parts are being discontinued.</p> <p>JA to plugin Staythorpe defibrillator to the electric supply and check it's working. Alison & Steve Brothwell have agreed to be the guardians for Staythorpe and Bob McGhee for the Hopwas Close defibrillator.</p> <p>JA will register all defibrillators on the Circuit.</p>	<p>JM</p> <p>JA</p> <p>JA</p>
AKS 26-15	<p>Reports from County Councillor and District Councillor</p> <p>Sue Saddington (SS) sent her apologies and JM read out her report to the PC.</p> <p>She attended a site meeting in Kelham with highways but despite the surveys carried out for a pedestrian crossing it does not meet the criteria for funding.</p> <p>Path along the A617 at Kelham needs attention, waiting on a discussion and for them to come up with an idea. Keep this on the agenda to see if there are any updates.</p> <p>KM sent his apologies had 2 points to raise.</p> <p>Recognised the footpath is an issue at Staythorpe. Footpath officer has implemented measures to keep the path in good order while the BESS development is being constructed. Staythorpe footpath 1 is due to reopen on the 4th of March.</p> <p>KM – Pleased to hear that the PC is interested in developing a Neighbourhood Plan and wishes to support efforts despite restricted financial support being made available. Let N&SDC know that we are keen on pursuing a new plan.</p> <p>KM would be happy to meet with TB to offer further support.</p>	
AKS 26-16	<p>Planning for Annual Parish Meeting –date times etc</p> <p>Tuesday the 26th May 6pm Annual Parish Meeting followed by the Parish Council meeting at 7pm. No venue was decided. Village Groups will be asked if they would like to make a presentation to the Annual Parish Meeting about their group.</p>	<p>WM</p>
AKS 26-17	<p>Procedure for forwarding PC minutes to WhatsApp Administrators for circulation</p> <p>It was agreed that draft minutes and agendas following posting on the parish noticeboards would also be made available on the village WhatsApp groups. JW will provide a copy to the administrators.</p> <p>Clerk to send copies to KM & SS.</p>	<p>JW</p> <p>WM</p>
AKS 26-18	<p>Service Level Agreement a reminder to the following Clerk, Councillors, Parishioners as to the expected time for submitting, commenting on drafts and publishing materials for the PC meetings</p> <p>JC reminded councillors that on the 23rd of June PC meeting, we established a service agreement. We haven't adhered to this because there is confusion, JC offered to draft up a paper of our past and acceptable procedures for the next meeting.</p>	<p>JC</p>
AKS 26-19	<p>Set up - annual PC meeting calendar</p> <p>JC presented a list of dates for the PC meetings up to January 2027. This was accepted as follows: PC meetings 24th March 26th May 21st July 22nd September 24th November 19th January 2027 Finance Meeting 13th October 5th January 2027</p>	

	Annual Parish Meeting 26 th May	
AKS 26-20	<p>Planning Matters: 26/00059/S73M Application for removal of Conditions 01 and 08 and Variation of Conditions 02, 03, 05, 06, 11, 12, 13, 15 and 21 (all as detailed in the Submitted Design and Access Statement) attached to planning permission 19/01307/S73M. - The Renaissance At Kelham Hall Main Street Kelham Newark On Trent NG23 5QX</p> <p>PC no observations.</p> <p>25/02142/LBC Minor changes and additional works to the previously approved planning permission 19/01504/LBC, in relation to the conversion of the Hall into hotel.</p> <p>PC no observations.</p> <p>The PC agreed to write to Renaissance for update on progress to repair the hole in listed front boundary wall This was discussed a long time ago. Obligation for the owners at Kelham Hall to repair it.</p> <p>JA/WM Write a letter to Renaissance/N&SDC regarding this.</p> <p>25/02150/NMA Application for a Non-Material Amendment to <u>raise</u> of eaves and ridge height by 300mm attached to PP 25/01112/FUL Demolition of existing dwelling and erection of two storey dwelling. - Park Croft Staythorpe Road Averham Newark On Trent NG23 5RA</p> <p>PC no observations.</p> <p>25/01986/FUL Brickyard Cottage Micklebarrow Hill Averham Newark On Trent NG23 5RT Proposal - Restoration of building with new roof and other repairs to reinstate historic residential use.</p> <p>PC No Observation</p> <p>Clerk to check if the PC has requested and is registered with N&SDC Planning Department for notification of planning applications.</p>	<p>WM</p> <p>JA/WM</p> <p>WM</p>
AKS 26-21	<p>Review/progress of PC Working Party – re: Staythorpe BESS Community Fund</p> <p>JA had emailed Elements Green with several questions, but no reply had been received. JA to follow-up.</p> <p>Chairman of the working party has now decided that he wishes to resign.</p> <p>An equal vote is needed. Working Party (WP) was setup on the basis of volunteers putting themselves forward. JC – At this stage we don't need to expand the WP. Legal advice is being considered.</p> <p>If this is a community fund going across 3 parishes. An agreement between the PC how many funds would be divided up.</p> <p>Regardless of what the working party recommend. The PC then make a decision.</p>	<p>JA</p>

AKS 26-22	<p>Confirm initial financial support for a possible Parish Neighbourhood Plan in accordance with Finance Committee Meeting 07.01.2026. Update on progress and support from N&SDC.</p> <p>TB to attend a N&SDC Neighbourhood Plan meeting on the 10th February to find out more information. TB has written to K M. TB to report back at next meeting.</p>	TB
AKS 26-23	<p>Progress on re-claiming the Parish Council VAT</p> <p>JM's Secretary has agreed to claim back the PC VAT for the last 3 years. (£18 per hour for Julia Banks to look at this.)</p> <p>Proposed TB Seconded JC All in favour</p>	
AKS 26-24	<p>Review/update - re: N&SDC Enforcement Officers return visit</p> <p>There was general disappointment with the enforcement team of the N&SDC towards Staythorpe BESS and the ongoing problems at Averham, but it was thought that there would be nothing gained with a face-to-face meeting.</p> <p>JA to compose a letter to the CEO to raise our concerns. Clerk to send this.</p>	WM JA
AKS 26-25	<p>Precept discussion</p> <p>This has been submitted to N&SDC as agreed by the PC FC. The Clerk has received acknowledgment of receipt.</p>	WM
AKS 26-26	<p>Funding £600 from Element Green towards cost of defibrillator</p> <p>A discussion took place regarding whether we accept the offer of this money from Elements Green.</p> <p>Propose we accept it JW Seconded JC All in favour JM to follow up with Elements Green</p>	JM
AKS 26-27	<p>Update on Kelham Pedestrian crossing</p> <p>SS report covers this. Item to be put on the next agenda.</p>	WM
AKS 26-28	<p>PC to consider policy of future Village/Group Funding</p> <p>JW Circulated the draft policy to the councillors.</p> <p>A conversation then took place on whether the community events should be self supporting and when do we support the community. It was stated that the PC has in the past given an amount of money to get groups up and running. The garden club was used as an example. Events are usually self funding.</p> <p>A proposal to adopt the Village/Group Funding Proposed JW Seconded JC 2 for and 3 against. The proposal was overruled</p> <p>It was proposed & agreed that the document would be used as a Guideline for future councillors to consider & the application document to be used in future requests.</p> <p>Proposed by JC Seconded by JW All in favour</p>	

<p>AKS 26-29</p>	<p>To consider a request from the Plough Magazine Committee a contribution of £500 towards running costs</p> <p>The PC discussed in detail a shortfall forecast i.e. that The Plough will experience financial hardship in 2026 & a request was made for financial support.</p> <p>Proposal is for a max of £500 to support for The Plough in the next financial year</p> <p>Proposed JA Seconded TB All in favour</p>	
<p>AKS 26-30</p>	<p>Purchase of replacement Poppies in readiness for November 26</p> <p>Some poppies are looking a bit faded</p> <p>A vote took place for the purchase of 25 poppies @£5 each from the Poppy Shop RBL. JA to purchase ready for November</p> <p>4 in favour 1 abstained.</p>	<p>JA</p>
<p>AKS 26-31</p>	<p>Extra Agenda items from the Chairman</p> <p>Invoice for the cost of fitting the defibrillators £810.00 to be paid Propose JW Seconded JA All in favour</p> <p>A further invoice to the Electric Centre for £265.46 to be circulated to councillors for payment authorisation.</p> <p>Waiting on invoice to be received from Steve Emney for the PAT checking of PC equipment.</p> <p>Items to be added to the agenda for the next meeting</p> <p>Two additional items to be included in all future Agendas:</p> <ol style="list-style-type: none"> 1) Finance report 2) Correspondence <p>: Kelham crossing as an update</p> <p>Funding for the Kelham Church event</p> <p>Enforcement officer</p>	<p>WM</p> <p>WM</p> <p>WM</p> <p>WM</p>
<p>AKS 26-32</p>	<p>Date of the next Parish Council meeting. 24th March</p>	
<p>AKS 26-33</p>	<p>Meeting closed at 21:23 by JM</p>	

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