



Tel: 07340 239038
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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 9th April 2025 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill, Ernest Hardy, Tim Moore, Melanie Sherlock, Glynis Williams, Patricia Andrews and Bruce Andrews. Also present: Borough Councillors; Martin Smith and Sue Pickering, County Councillor Chris Barnfather and Vikki Arkell, Clerk and RFO.

25.1 To receive and approve apologies for absence
Apologies were received from Cllrs Futers, C Astill and Bestwick.

25.2 Declaration of members' interests for this meeting
None.

25.3 Correspondence received
None.

25.4 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
None.

25.5 To receive reports from County and Borough Councillors
Cllr Barnfather reported that he had been in discussion with the legal team regarding the playground lease and was informed that it was in the process of being completed. He suggested that the Clerk chase in a few weeks to ensure its progress doesn't delay the planning refurbishments.

Cllr Astill took the opportunity to thank Cllr Barnfather for his continued support and for all the invaluable help he had given the Council. She continued to say, it had been a pleasure to work with him and thanked him for his commitment to the residents of Newstead.

25.6 To confirm the minutes of the Parish Council Meeting on the 12th March as accurate
The Council resolved to accept the minutes as accurate.

Finance

25.7 To note/approve the payment of invoices received in March 2025
The Council noted the payment made and authorised the payment of the Cemetery tree work once the invoice was received.

25.8 To review the bank reconciliation, financial summary and the budget status
The Council noted the financial documents, there were no actions required.

25.9 To receive and accept the end of year accounts to be audited
The Council accepted the end of year accounts and noted the date of the audit.

25.10 To approve the list of regular payments scheduled for 25-26
The Council approved the list of payments as presented.

Cemetery

25.11 To consider annual maintenance of the path

The Council reviewed the two quotes received for power washing the path. The Council resolved to accept the quote for £600 and also continue with annual chemical moss treatment to help keep the moss at bay.

General Matters Concerning the Parish

25.12 To discuss jobs for the Lengthsman

The Council requested for the Lengthsman to clear the edges of the paths near the green and the jitty onto Webb Street.

25.13 To confirm the planter arrangement for 25/26

The Council resolved for Cllr Sherlock to purchase plants as required up to the budget of £200, to be claimed back through expenses. Cllr Astill suggested that the hanging baskets on the Newstead tour of Britain sign be added to the planting scheme, the Council agreed.

25.14 To discuss the next step in the consultation plan for the playground refurbishment funding

The Council reviewed the results from the initial consultation. The Council to consider a date for the next consultation and the Clerk to finalise the initial reporting.

25.15 To discuss feedback from the Council initiative to encourage the running of adult social groups by providing funding

The Council had received interest from a person wanting to start a crafting group on a Saturday morning. The cost of running the sessions for 4 weeks was £62 for materials and £180 for room rental. The Council agreed to support the group and resolved to allocate £250 to initiate the sessions.

25.16 To discuss arrangements for the Annual Parish Meeting

The Council resolved to arrange the APM for 7pm on Wednesday the 14th of May. The Annual Meeting of the Parish Council will follow afterwards at 7:30pm.

25.17 To note the date and time of the next meeting: 14th May 2025 at 7:30pm

The Council noted the next meeting date.



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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 14th May 2025 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, Calum Astill, Melanie Sherlock and Glynis Williams. Also present: Borough Councillors; Martin Smith and Sue Pickering, County Councillor Stuart Bestwick and Vikki Arkell, Clerk and RFO.

25.18 To receive and approve apologies for absence
Cllrs P and B Andrews sent their apologies.

Annual Meeting Business

25.19 Election of the Chairman for 25/26 and to complete Declarations of Office

Cllr Astill asked if there were any nominations for Chairman. Cllr Astill was nominated by Cllr Moore and seconded by Cllr Sherlock. Cllr Astill was elected as Chairman. Cllr Astill signed the declaration of office.

25.20 Election of the Vice Chairman for 25/26

Cllr Astill asked if there were any nominations for Vice Chairman. Cllr Moore was nominated by Cllr Futers and seconded by Cllr Astill. Cllr Moore was elected as Vice Chairman.

25.21 To agree the meeting location and schedule for 25/26 up to and including the next annual meeting of the Council.

The Council resolved for meetings to remain on the second Wednesday of each month with the edition of a meeting in August.

25.22 Review and adoption of Standing Orders

The Council resolved to adopt the Standing Orders with no changes.

25.23 Review and adoption of Financial Regulations

The Council resolved to adopt the Financial Regulations with no changes

Ordinary Meeting Business

25.24 Declaration of Members' interests for this meeting

None

25.25 To receive reports from County and Borough Councillors

Cllr Astill congratulated Cllr Bestwick for being elected County Councillor. Cllr Bestwick reported that he was attending meetings and training sessions and would keep the Council informed once a manifesto had been announced and anything would affect Newstead.

Cllr Smith said he had continued chasing the lease for the playground and had been told it was being actioned. The Clerk asked if Cllr Smith could obtain the safety inspections for the skate park as an event with skate Nottingham was planned for July.

25.26 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors

No public were present.

25.27 Correspondence received

a. **Skate Jam – The Council discussed the skate jam emails. The idea for a skate jam is to bring skateboarders of all ages together, from all over Notts, to take part in some 'best trick' challenges or competition heats based on different age groups. Skate Nottingham would be providing an MC to commentate and bring a nice atmosphere, and a couple of judges with prizes to give away for winners. Skateboards, clothing, etc.**

25.28 To confirm the minutes of the Parish Council Meeting of the 9th April as accurate
The Council resolved to accept the minutes as accurate.

Finance

25.29 To note/approve the payment of invoices received in April 2025

The Council resolved to approve the payments of the three invoices presented.

Description	Supplier	Net	VAT	Total
Choir Room Rental	The Pit Micropub	£30.00	£6.00	£36.00
Tree Works	Forest Farm Tree Services	£1,666.67	£333.33	£2,000.00
Tree Works	Forest Farm Tree Services	£1,143.33	£228.67	£1,372.00
Power Washing the New Cemetery	Wrightway Pressure Cleaning Services Ltd	£600.00	£120.00	£720.00
		£3,440.00	£688.00	£4,128.00

The Council also approved the transfer of the £300 to Newstead Events that was donated by Gedling for the VE Day picnic event.

25.30 To review the bank reconciliation, financial summary and the budget status

Cllr Astill reviewed the bank reconciliation as signed as accurate. The Council noted the financial summary and budget status.

25.31 Annual Governance documents for year ending 31st March 2025

- a. To receive and review the report from the internal auditor
The Council noted the report from the internal auditor and was happy with his summary and findings.
- b. Section 1: Annual Governance Statement – to consider the questions and respond accordingly
The Council considered the questions and ticked the boxes as appropriate. Cllr E Astill signed the Annual Governance Statement.
- c. Section 2: Statement of Accounts – to consider and agree the accounting figures
The Council reviewed the questions and ticked the boxes as appropriate. Cllr E Astill signed the statement of accounts.
- d. Notice of Public Rights - To note the dates
The Council noted the dates as the 3rd June to the 14th July.
- e. Statement of Variance – To note the explanation of variances for submission
The Council noted the statement of Variance for submission.

The Council reviewed the documents and resolved to submit them to PKF Littlejohn for auditing.

General Matters Concerning the Parish

25.32 To note the hours allocated for 25/26 and discuss jobs for the Lengthsman

Cllr Hardy reported that the bench at the bus stop is still requiring some repair as it wobbles when it is sat on. The Clerk to ask the Lengthsman to prioritise its repair.

25.33 To set a date for the next consultation for the playground refurbishment funding and discuss next steps.

The Council resolved to organise a Saturday consultation on 9th August @ 10:30am at the Pit Pub aimed at families and children.

25.34 To consider the request from a resident to install picnic benches, a planter and edging border

The Council considered the proposal in detail and the budget was considered for this year as well as the project as a whole. The Council was generally supportive of providing one planter and its contents as a starting point for this project, however the Council felt they would not be able to do so until a formal community group was formed, as the Council was hesitant for a project to be the responsibility of one person. The Council requested the Clerk reach out to the resident and request that a formal community group is formed, and a grant application is made with a list of members and a short statement of your aims as a group.

25.35 To note the date and time of the next meeting: 11th June 2025 at 7:30pm

The Council noted the next meeting as Wednesday the 11th of June.



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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 11th June 2025 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill (Chairman), Kyle Futers, Ernest Hardy, Tim Moore, Calum Astill, Patricia Andrews and Glynis Williams. Also present: Borough Councillor Sue Pickering, County Councillor Stuart Bestwick and Vikki Arkell, Clerk and RFO.

25.36 To receive and approve apologies for absence
Apologies were received from Cllrs; B Andrews, Sherlock and Smith.

25.37 Declaration of Members' interests for this meeting
None.

25.38 To receive reports from County and Borough Councillors
Cllr Bestwick informed the Council that the Gedling local development plan for 2028-2043 will be released on the 2nd of July.

25.39 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
No members of the public were present.

25.40 Correspondence received

- a. **Motorbikes in the forest – Cllr E Astill explained that she had been approached by a resident about the number of motorbikes riding around the forest. The Council requested that the Clerk email the forestry commission to ask what steps they may be able to take to prevent this issue.**
- b. **Trees outside the Church – Cllr E Astill had been informed that the trees outside the church were hanging over the boundary and affecting pedestrians using the pavement. The Council requested that the Clerk contact Rev Robinson about them being cut back.**

25.41 To confirm the minutes of the Parish Council Meeting of the 14th May as accurate
With an amendment to the present list, the Council resolved to accept the minutes as accurate.

Finance

25.42 To note/approve the payment of invoices received in May 2025
The Council resolved to approve the payment of the three invoices presented.

Description	Supplier	Net	VAT	Total
Insurance	Gallagher - Hiscox	£1,080.23	£0.00	£1,080.23
Internal Audit	Ken Goddard	£90.00	£0.00	£90.00
Website Domain	123Reg (Cllr Moore Expenses)	£47.88	£9.58	£57.46

25.43 To review the bank reconciliation, financial summary and the budget status
Cllr E Astill reviewed the bank reconciliation and signed as accurate. The Council noted the financial summary and budget status.

25.44 To review the quotes received for the insurance renewal and the changes in cover
The Clerk explained that the current insurance policy had withdrawn the insurance for the Chapel as the new underwriters will no longer insure unoccupied properties. The Council reviewed the quotes, and the level of cover provided. The Council resolved to accept the quote from Hiscox insurance which covers the Chapel for FLEA, fire, lightening, explosion and aeroplane impact.

General Matters Concerning the Parish

25.45 To discuss jobs for the Lengthsman
Cllr Williams asked that the bramble be removed from the Webb Street alleyway. The Council also requested that the Clerk ask if the Lengthsman was able to clear the planters between the terraces.

25.46 To confirm the arrangements for the next consultation for the playground refurbishment on the 9th August at the Pit Pub.
The Council confirmed the arrangements and hoped to include some CAD designs to give an idea of what the park could look like after refurbishment and get feedback during the consultation.

25.47 To consider the installation of CCTV to discourage fly tipping within the cemetery car park.
The Clerk had sought quotes for a 6m post and camera. The Council requested for funding sources to be looked at and the options for cameras.

25.48 To note the date and time of the next meeting: 9th July 2025 at 7:30pm
The Council confirmed the time and date of the next meeting.



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Present: Cllrs; Emma Astill (Chairman), Tim Moore (Vice Chairman), Ernest Hardy, Melanie Sherlock, Patricia Andrews, Bruce Andrews and Glynis Williams. Also present: Borough Councillor Martin Smith, County Councillor Stuart Bestwick and Vikki Arkell, Clerk and RFO.

25.49 To receive and approve apologies for absence
Apologies were received from Cllrs: C Astill, Futers and Pickering.

25.50 Declaration of members' interests for this meeting
Cllrs E Astill and Williams declared an interest in item 22.55, as the bills for payment include a payment to the Newstead Events Community Group, of which they are members.

25.51 To receive reports from County and Borough Councillors
Cllr Smith reported that he had been pursuing the inspection reports for both the skate park and the play park, and had made enquiries regarding the trees located between the terraces. He stated that these trees are owned by Nottingham County Council. He also noted that, along with Councillors Bestwick and Pickering, he had contributed £150 towards the Newstead Games event taking place this summer.

Cllr Bestwick enquired whether the fly-tipping had been cleared, as he had been following up on the issue for some time. The Councillors confirmed that it had. He also highlighted that a section of Newstead had been ringfenced for new housing in the 2028–2043 Local Plan, with the public consultation due to commence on 26 July.

25.52 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
A member of the public reported that motorbikes on Tilford Road continued to be a nuisance. They also raised concerns about cars attending the Newstead Centre, which were being parked along Tilford Road and causing problems for residents. The Clerk explained the process for reporting the motorbikes to the police but noted that the police could only stop bikes being ridden illegally, such as without insurance. The Council asked the Clerk to contact the Newstead Centre to request that their users use the car park instead of parking at the front or along Tilford Road.

25.53 Correspondence received
a. Invitation to Stakeholder Meeting re Newstead Bridge
The Clerk reported that she had been invited to a stakeholder meeting concerning Newstead Abbey Bridge, organised by the Mining Remediation Authority. The purpose of the meeting was to discuss the bridge's ownership, safety and maintenance. The Clerk confirmed that she would be attending, and Councillors P and B Andrews expressed their interest in joining her.

25.54 To confirm the minutes of the Parish Council Meeting of the 11th June as accurate
The Council resolved to accept the minutes as accurate.

Finance

25.55 To note/approve the payment of invoices received in June 2025

The Council resolved to approve the payment of a face painter for the Newstead Games, funded by the grant awarded by Gedling Borough Council and a £15 contribution from the Chairman's discretionary fund. The Council authorised for the 50% deposit to be paid and the balance to be paid after the event on the 2nd of August.

Description	Supplier	Net	VAT	Total
Face Painter - Village Event (Deposit)	Facepainting by Eileen C	£85.00	£0.00	£85.00

25.56 To review the bank reconciliation, financial summary and the budget status
Cllr E Astill reviewed the bank reconciliation and signed as accurate. The Council noted the financial summary and budget status. The Clerk to chase the reimbursement of maternity pay from HMRC as no response has been received after two requests for payment.

General Matters Concerning the Parish

25.57 To discuss jobs for the Lengthsman
The Council requested for the Clerk to chase outstanding jobs and request they are completed by the next meeting.

25.58 Update on the community groups initiative
The Clerk reported that all 3 sponsored groups had started, and good feedback had been received.

25.59 To discuss the next steps for the playground renovation project
Councillor E Astill gave a report on the visit to Newstead Playpark by MP Michelle Walsh. She explained that Michelle was appalled by the condition of the park and had pledged to offer as much support as possible. The Clerk reported that, during the visit, an email was received from Gedling stating that the Newstead funding bid would likely be delayed until February 2026, as other bids had not been submitted on time.

25.60 To discuss plans for Parish Council Christmas events
The Council discussed plans for Parish Council led Christmas events. It was resolved to order a Christmas tree, the same as the previous year. The Council also discussed a children's event and agreed to fund the Santa and elf for the Christmas afternoon tea event at The Pit, at a cost of £220. This funding would reduce each ticket price by £11. The Council reviewed the previous year's Christmas lunch and felt that it was no longer reaching the intended audience. It was agreed that alternative options for Christmas events should be considered that would better suit the community.

25.61 To discuss the trees located between The Terraces and Hazelford Way, which have outstanding maintenance required by Gedling Borough Council
Councillor Moore reported that no maintenance had yet been carried out on the trees at the end of Foundry Terrace. The Council asked the Clerk to email the local Gedling Councillors to request an update on the outstanding work.

25.62 To note the date and time of the next meeting: 13th August 2025 at 7:30pm
The Council noted the time and date of the next meeting.

25.63 To consider and if appropriate, to pass the following resolution:
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
No members of the public were present.

25.64 Staffing Matters
The Council reviewed the job description and job specification for the fixed term maternity cover for the Clerk and RFO position. The Council resolved to accept it as drafted with a salary range of SCP18-22. The Council delegated responsibility to Cllrs: E Astill and Williams to short list the applications received and for Cllrs; E Astill and Moore to conduct interviews and recommend the suitable candidate for employment. The Clerk to organise advertising the job on Indeed and on NALC if there is no cost with a deadline of the 21st July 2025.



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Present: Cllrs; Emma Astill (Chairman), Tim Moore (Vice Chairman), Kyle Futers, Ernest Hardy, Melanie Sherlock, Patricia Andrews, Bruce Andrews, Callum Astill and Glynis Williams. Also present: Borough Councillor Martin Smith, County Councillor Stuart Bestwick and Vikki Arkell, Clerk and RFO.

25.65 To receive and approve apologies for absence

Apologies were received from Cllr Pickering.

25.66 Declaration of members' interests for this meeting

None.

25.67 To receive reports from County and Borough Councillors

The Councillors reported on matters highlighted by the Parish Council regarding trees and drainage – see 25.83/84.

Cllr Smith confirmed he would follow up on the condition of the play park, noting that his recent visit showed it was deteriorating further and becoming more unsafe.

Cllr Moore reported to the Borough Councillors that there have been several missed bin collections with entire roads being missed for multiple weeks. Cllr Smith explained that there had been several new members of staff and incorrect routes had been issued. They were positive that this had now been resolved, and service should be back to normal.

25.68 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors

Members of the public were in attendance to discuss the planning application for 39 Bryron Street and the Gedling Local Development Plan – see 25.85.

25.69 Correspondence received

Cllr Astill had received a report from a resident that multiple homes have rubbish in their front and rear gardens which is potentially an issue for environmental health. The Council requested the Clerk follow this up. A further report was required regarding the bushes within the "square" on the terraces that is overgrown, the Clerk to report.

25.70 To confirm the minutes of the Parish Council Meeting of the 9th July as accurate

The Council resolved to accept the minutes as accurate.

25.71 To receive a report from the meeting with the Mining Remediation Authority

The meeting was attended by Cllrs P and B Andrews and the Clerk. The Mining Remediation Authority (MRA) indicated they wish to hand over the bridge, as they believe it was incorrectly adopted and do not consider it an asset for them to manage. The MRA believe the best solution is to secure funding for repairs before transferring responsibility to another party. The Parish Council representatives stated to the MRA that it would be unlikely that the Parish Council would be able to take on the responsibility of the bridge as the Council doesn't have the resources to manage it.

25.72 To approve the following policies:

- a. Social Media Policy – No Changes
The Council resolved to approve the policy as drafted.
- b. IT Policy – New Policy
The Council resolved to approve the policy as drafted.
- c. Code of Conduct – No Changes
The Council resolved to approve the policy as drafted.

Finance

25.73 To note/approve the payment of invoices received in July 2025

The Council resolved to approve the 3 invoices for payment.

Description	Supplier	Net	VAT	Total
External Audit Fees	PKF Littlejohn	£210.00	£42.00	£252.00
Room Rental	Newstead Centre	£22.50	£4.50	£27.00
Website Domain	123Reg	£25.98	£5.20	£31.18

25.74 To review the bank reconciliation, financial summary and the budget status
Cllr E Astill reviewed the bank reconciliation and signed it as accurate. The Council noted the financial summary and budget statement with no further questions or actions.

25.75 To note the NJC Pay agreement for 25/26
The Council noted the pay agreement and the increase in salary for the Clerk.

25.76 To note the conclusion of the 2024/25 audit with no comments or actions required
The Council noted the conclusion of the audit and the invoice to be paid.

25.77 To note the Council's responsibilities under assertion 10 and agree actions to be completed by March 2026

The Council reviewed its responsibilities and resolved that the Clerk should set up a free email account to meet the requirements, with the option of considering a paid subscription for individual Councillors in the future.

25.78 To consider applying for the UKSPF Gedling Health and Wellbeing – Physical Activity Fund to fund the repair of the MUGA lights.

The Council resolved to apply for funding for the repair of the MUGA lights. The Clerk to submit the application before the 31st August deadline.

General Matters Concerning the Parish

25.79 To receive an update on outstanding Lengthsman jobs
The Clerk reported that she had not received an update on the progress of the jobs allocated to the Lengthsman, as his line manager was on annual leave. The Council noted that several tasks remained incomplete. The Clerk was asked to pursue completion of the outstanding work.

25.80 To review the 2025 Tree Survey and actions required
The Council reviewed the most recent tree survey, which highlighted that only minimal works are required within the next 12 months. It was requested that the associated costs be included in the 2026/27 budget. The Clerk suggested consulting with Monty Haw, the Gedling Tree Officer, regarding potential replanting within the next two years.

25.81 To discuss the next steps for the playground renovation project
The Clerk reported that Newstead had unfortunately been moved to the February funding bid rather than the September bid as previously indicated. Considering this, the Council had decided to cancel the consultation scheduled for 9th August and instead hold it at the school in September to maximise engagement with children. Cllr Astill will contact the school to arrange a suitable date.

25.82 To discuss plans for Parish Council Christmas events

The Council discussed a suitable event that would reach as many people as possible within the village with a preference to an event on Saturday. The Council requested that the Clerk reach out to Rev Robinson to see what events would be held and the church.

- 25.83 To discuss requesting the following from Gedling Borough Council:
- a. Completion of the outstanding works to the trees located between The Terraces and Hazelford Way
The Borough Councillors said that this had been chased and was listed to be completed. Cllr Smith had confirmed with the tree officer that there is outstanding work to be completed opposite 16 Foundry Terrace, where two Poplar trees required felling for future safety.
 - b. Removal of litter, fly tipping and general maintenance of the banking between the Old Village and Hazelford Way Industrial Estate.
The Borough Councillors said that this had been reported, and its progress would be chased.
 - c. Safety works to be carried out on the trees on “the circle”
The Gedling Councillors confirmed that the Circle is under Nottingham County Council. The Clerk confirmed it has been reported to NCC through the website. Cllr Bestwick asked for the Clerk to email him if it hasn’t been resolved in a reasonable time.

25.84 To request the clearance of road drainage by Nottingham County Council/ViaEM
Cllr Moore confirmed the drains in question in advance with Cllr Bestwick. Cllr Bestwick reported that the drains on Foundry/Chatsworth had been attended to but could not be fully cleared due to parked cars and requested that they be revisited.

- 25.85 To consider the following planning items:
- a. Consultation on Gedling Local Development Plan
Members of the public raised queries about the development plan. Cllr Bestwick explained that this was an initial consultation, and no land had been purchased or agreed for development.
The Council discussed the proposed development land at Newstead, noting issues with access, road infrastructure, and the school’s inability to expand to accommodate children from the new housing. The Council requested the Clerk submit the Council’s concerns.
 - b. 2025/0559, Erection of 3 bedroom dwelling, 39 Byron Street, NG15 0BG
Several members of the public attended to discuss the planning application. The Council explained that they could only object on material planning matters, none of which applied to this application.
The Council empathised with residents and resolved to contact the planning department to highlight that No. 39 Byron Street is currently semi-detached and would form part of a terrace if the proposed house was built, and that as a self-build, the project could cause prolonged disruption. The Council also asked for the Clerk to request that the planning officer conduct a site visit and fully consider residents’ concerns and see if an onsite meeting with residents could be arranged.

25.86 To note the date and time of the next meeting: 10th September 2025 at 7:30pm
The Council confirmed the meeting on the 10th September at 7:30pm.

25.87 To consider and if appropriate, to pass the following resolution:
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
The Council resolved to exclude members of the public.

25.88 Staffing Matters
Cllrs E Astill and Williams reviewed the CVs and cover letters from the applicants and shortlisted two candidates for interview. Cllrs Moore and E Astill conducted interviews on Monday 21st July. Based on the cover letter, CV, and interview, Cllrs Moore and Astill made a recommendation on the most suitable

candidate. The Council resolved to appoint Jack Maloney as the maternity cover Clerk and RFO from the 13th October 2025. The Council reviewed the drafted contract, which offered a fixed salary for the duration of the contract. The Council resolved to offer the contract at a salary point of SCP 18. The Council also reviewed the handover plan and resolved that the new Clerk should attend the September meeting as a training exercise and then attend the October meeting to co-clerk. Both sessions will be paid. Finally, the Council resolved that the new Clerk be added to the banking arrangements and that a debit card be requested.



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Present: Cllrs; Emma Astill (Chairman), Tim Moore (Vice Chairman), Kyle Futers, Ernest Hardy, Melanie Sherlock, Patricia Andrews, Bruce Andrews and Callum Astill. Also present: Borough Councillor Martin Smith, County Councillor Stuart Bestwick. Also present: Vikki Arkell Clerk and RFO and Jack Maloney Locum Clerk and RFO.

25.89 To receive and approve apologies for absence
Cllrs Glynis Andrews and Martin Smith.

25.90 Declaration of members' interests for this meeting
None.

25.91 To receive reports from County and Borough Councillors
Cllr Bestwick gave an overview of the decisions that had been voted on in relation to the local government reorganisation.

25.92 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
No members of the public were present.

25.93 Correspondence received
An email had been received regarding the access to the cemetery, this was addressed under 25.100.

25.94 To confirm the minutes of the Parish Council Meeting of the 13th August as accurate
The Council resolved to accept the minutes as accurate.

Finance

25.95 To note/approve the payment of invoices received in August 2025
The Council noted the invoices paid in August; there were no further invoices for approval.

25.96 To review the bank reconciliation, financial summary and the budget status
Cllr E Astill reviewed the bank reconciliation and signed it as accurate. The Council noted the financial summary and budget statement with no further questions or actions.

25.97 To discuss the grant applications received
The Council reviewed the grant application received from Newstead Artists. The Council resolved to award a grant of £50 as requested to hold an exhibition in the village.

General Matters Concerning the Parish

25.98 To receive an update on outstanding Lengthsman jobs
The Clerk had been informed all jobs had now been completed. The Council were not satisfied that the works had been carried out to a good standard and believed some remained outstanding. The Clerk to follow this up.

25.99 To discuss the quote received for the removal of the Ivy from the Old Cemetery Wall

The Council reported that multiple quotes had been sought however only one had been provided. Cllr E Astill offered to approach other contractors who work within the village for further quotes.

25.100 To discuss works required to the New Cemetery to make the entrance more accessible
The Clerk gave an overview of the issues regarding access; this included the bins being put back in the wrong location and deterioration of the path making it particularly difficult for mobility scooters and those who use walking aids. The Council resolved to install a bin store to identify the correct storage space for the bins and to obtain quotes to repair the path. The Clerk to purchase the bin store with a budget of up to £150 + VAT.

25.101 To discuss the next steps for the playground renovation project
Cllr E Astill informed the Council that she had arranged the children's consultation with the school and would be held on the 13th October.

25.102 To discuss plans for the following events:

- a. The next joint Litter Pick
Cllr E Astill has spoken to Cllr Blazewicz-Bell who had suggested the 28th September 2025. The Clerk to create a poster for the event.
- b. Remembrance Service
The Clerk will order a wreath and make the order up to £50 to the RBL with a donation, contact CAST regarding the flag and speak with Rev Robinson about the service. Cllrs Moore and Futers will organise the lamppost poppies, Cllr Sherlock will tidy the planting around the war memorial, and Cllr E Astill will arrange the music. Cllr Sherlock also mentioned that the gate and connecting railings was bent and in need of repair, the Clerk to seek quotes for repair.
- c. Christmas events
Councillors had consulted members of the public for ideas for a Christmas event, with the majority suggesting a light switch on event. The Council resolved to organise an event around this and asked the Clerk to look into refreshment options to accompany it. A provisional date of Monday the 1st of December was agreed.

25.103 To accept the ViaEM winter assistance offer for free bags of salt and agree on how many extra to purchase at the reduced price offered.
The Council resolved to accept the free bags and order 10 additional bags at the discounted price.

25.104 To note the date and time of the next meeting: 8th October 2025 at 7:30pm
The Council noted the next meeting date.



Tel: 07340 239038
Email: newsteadclerk@outlook.com

Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 8th October 2025 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill (Chairman), Tim Moore (Vice Chairman), Ernest Hardy, Glynis Williams and Melanie Sherlock. Also present: Borough Councillor, County Councillor Stuart Bestwick, Vikki Arkell Clerk & RFO and Jack Maloney Locum Clerk & RFO.

25.105 To receive and approve apologies for absence
Cllrs; Futers, C. Astill P. Andrews, B Andrews, Pickering and Smith

25.106 Declaration of members' interests for this meeting
Cllrs; E. Astill and Williams declared an interest in item 25.114 as members of Newstead Events

25.107 To receive reports from County and Borough Councillors
Cllr Bestwick checked with the Council if the fly tipping in the village had been resolved, while some of the rubbish had been removed there was some further waste to be removed. He informed the Council that the police will be attending the village over the next few months to address the issue of motorbike nuisance, and that Nottingham County Council will be conducting a safety check of the trees on the circle.
Cllr Smith sent an email in his absence to inform the Council that he had requested the ground repair and cutting back at the play park and had been informed that the work had now been completed. He previously reported that the roundabout had to be removed due to safety concerns; unfortunately, replacement parts have not been available. Lastly, he had received assurance from the cabinet member responsible for parks at GBC that the Newstead bid for funding will be submitted in February.

- a. To receive an update on the removal of litter, fly tipping and general maintenance of the banking between the Old Village and Hazelford Way Industrial Estate

Cllr Bestwick said he was aware that this had been started, however it had been paused due to a misunderstanding with a resident. He assured the Council that the operators would be back to complete the work to a satisfactory standard.

25.108 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
No public were present.

25.109 Correspondence received
None

25.110 To confirm the minutes of the Parish Council Meeting of the 10th September as accurate
With a change to the attendance list, the Council resolved to accept the minutes as accurate.

Finance

25.111 To note/approve the payment of invoices received in September 2025
The Council noted the invoices paid in September; there were no further invoices for approval.

25.112 To review the bank reconciliation, financial summary and the budget status
Cllr E Astill reviewed the bank reconciliation and signed it as accurate. The Clerk gave an overview of the income received from the Cemetery in the financial year so far and highlighted that the wind turbine grant and been chased but not yet received. The Council noted the financial summary and budget statement with no further questions or actions.

25.113 To note the outcome of the UKSPF grant application
The Clerk reported that the Council had successfully been awarded a grant of £4398.90 to repair the MUGA lights. The Council resolved for the Clerk to sign the grant agreement with Gedling Borough Council and authorise the work once the funds have been received.

25.114 To discuss the grant applications received
The Council reviewed the grant application received from Newstead Events. The Council resolved to award a grant of up to £100, as requested, for Halloween craft resources.

25.115 To review the draft budget for 26/27
The Clerk gave an overview of the first draft of the Budget for the 26/27 financial year. The Clerk suggested a change to the how the events budget would work, and the Council supported the idea.

General Matters Concerning the Parish

25.116 To receive an update on outstanding Lengthsman jobs
No update had been received. The Council requested for the Clerk to contact his line manager for clarity on jobs outstanding and hours available.

25.117 To discuss the quote received for the removal of the Ivy from the Old Cemetery Wall
Cllr E Astill approached two other contractors who declined to quote for the works. The Clerk presented the previously circulated quote obtained and highlighted that other contractors had previously refused to provide a quote. The Council resolved to accept the quote from Forest Farm Tree Services for £660+VAT.

25.118 To consider the quotes received to make the entrance to the New Cemetery more accessible
The Clerk explained that only one quote was able to be obtained, however this was from a contractor the Council had previously used. The Clerk further explained that ideally two more quotes should be obtained to satisfy the Council's financial regulations. The Council discussed the difficulty in finding additional quotes, the current quote coming from a contractor the Council had previously been satisfied with, and the likelihood of costs increasing in the future. The Council resolved to accept the quote from DJB Contracts Ltd. The quote is to install a ramp to the cemetery side of the path, break up and replace the tarmac and to install edgings where necessary, at a cost of £3100+VAT.

25.119 To consider the quotes received to repair the memorial gate and fencing
The Clerk presented the one quote that was able to be obtained and again explained that ideally two more quotes should be sourced. The quote received was to remove the damaged section of iron railings, re weld and straighten the gate, concrete them in place and paint the damaged sections. The Council expressed their preference of having the works completed on site, without removal if possible. Cllr E Astill suggested approaching local metal workers to see if this was achievable.

25.120 To discuss the next steps for the playground renovation project
Cllr E Astill confirmed the final consultation on Monday 13th October and the Clerk reported that the resources required had been purchased.

25.121 To finalise plans for Remembrance Service
Rev. Robinson has confirmed that her colleague will be doing the service at the memorial on Sunday 9th November at 10am and will arrange the order of service. Cllr Hardy took responsibility for the wreath and the bugler has been confirmed.

25.122 To consider quotes received for refreshments at the Christmas light switch on to confirm plans for the event
The Clerk had contacted Rev. Robinson who confirmed the church was available for the Council to host members of the public after the event and serve light refreshments. The Clerk had approached a number of vendors regarding the provision of a sweet treat for the event, many regarded the event too small to attend

however the Clerk obtained quotes from four vendors who are available for the date. The Clerk highlighted that all vendors had requested semi-hard standing and that private property, with power, was preferred, however they all had generators they could provide. From the quotes provided the Council selected the waffle vendor as their preferred supplier and requested the Clerk to book them for the 1st December. The Council resolved to also provide mince pies, mulled wine and soft drinks at the Church after the light switch on. The Clerk to budget this for approval at the next meeting. Cllr E Astill suggested approaching Father Christmas to switch on the lights, the Council were supportive of this.

25.123 To note the date and time of the next meeting: 12th November 2025 at 7:30pm
The Council noted the next meeting date.

**No Meeting in
November 2025**



Tel: 07340 239038
 Email: newsteadclerk@outlook.com

Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 3rd December 2025 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill (Chairman), Tim Moore (Vice Chairman), Ernest Hardy, Glynis Williams, Melanie Sherlock, Callum Astill, Patricia Andrews and Bruce Andrews. Also present: Jack Maloney Clerk & RFO.

25.124 To receive and approve apologies for absence
 Cllrs; Futers, Bestwick, Pickering & Smith

25.125 Declaration of members' interests for this meeting
 None

25.126 To receive reports from County and Borough Councillors

- a. To receive an update on the removal of litter, fly tipping and general maintenance of the banking between the Old Village and Hazelford Way Industrial Estate
No update received
- b. To discuss trees posing a danger due to falling branches
The Clerk informed the Council of correspondence from Via East Midlands regarding the trees on the 'circle' which they said 'It was observed that the tree of fair condition with multiple failed branches within the group. I can advise that works raised to remove deadwood/crown clean and reduce lateral roadside branches to mitigate any failures over the road. The necessary works will be completed in due course.'

25.127 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
No public were present.

25.128 Correspondence received
 None.

25.129 To confirm the minutes of the Parish Council Meeting of the 8th October as accurate
The Council resolved to accept the minutes as accurate.

Finance

25.130 To note/approve the payment of invoices received in October and November 2025
The Council noted the invoices paid in October and November. The Council confirmed the final balance payment for the repair of the MUGA lights and were satisfied with the removal of the ivy in the old cemetery. The Council discussed the success of the Christmas switch-on event, with special thanks to Paddington's Waffle Station and to Father Christmas for donating his time. The Chairman requested that a charitable donation of £50 be made to the Hucknall Hope Lea Project from the Chairman's Discretionary Fund as a gesture of thanks to the volunteer Father Christmas. The Council resolved to pay all invoices presented for payment and make the charitable donation.

Description	Supplier	Net	VAT	Total
Christmas Event Refreshments	Paddington's Waffle Station	170.00	0.00	170.00
Charitable Donation	Hucknall Hope Lea Project	50.00	0.00	50.00
Grant - Newstead Artists	Newstead Artists	41.67	8.33	50.00
MUGA Lighting Repair	Marlec Engineering Co Ltd	2,199.45	439.89	2,639.34
Ivy Removal	Forest Farm Tree Services	660.00	132.00	792.00

25.131 To note payments authorised by delegation due to the cancellation of the November meeting
The Council ratified payments made to DJB Contacts for the satisfactory repair of the new cemetery path and to Marlec Engineering as a deposit for the repair of the MUGA lights. Additionally, through delegation the Clerk and Chairman had authorised the purchase of new lights for the Christmas tree for £50.98 and refreshments for the Christmas light switch on for £70.89. The Council reviewed all payments made and resolved that the payments had been made correctly.

25.132 To review the bank reconciliation, financial summary and the budget status
Cllr E Astill reviewed the bank reconciliation and signed it as accurate. The Clerk informed the Council that both the wind farm grant and UKSPF grant for the MUGA lights had been received in November.

25.133 To review the draft budget for 26/27 and consider the effect on the precept
The Clerk gave an overview of the updated draft budget for the 26/27 financial year. The Council resolved to accept the budget presented as the final draft, to be used to calculate the precept once the tax base had been received.

25.134 To review and agree the proposed grounds maintenance contract for 2026
The Council discussed the quality of work and reliability of the current contractor and felt the increase was reasonable considering increased staffing and fuel costs. The Council resolved to accept the contract for 2026 as quoted.

25.135 To agree the cemetery fees for 2026
The Council discussed the proposed increases and the comparison to other burial costs in the local area. The Council resolved to accept the cemetery fees as presented for 2026. The Clerk to publish the fees and send to funeral directors in December.

General Matters Concerning the Parish

25.136 To receive an update on outstanding Lengthsman jobs and allocate further jobs
The Clerk provided an overview of the Lengthsman jobs that had been completed in the last month and the jobs still outstanding on the list.

25.137 To discuss the repair of the memorial gate and fencing
The Clerk reported that Northfield Construction had straightened the fencing and fixed the gate free of charge. The Council expressed their appreciation to Northfield for their contribution to the community. The Council requested that the repainting of the fencing was added to the Lengthsman jobs with the cost of the paint covered by Newstead Parish Council to be reimbursed through expenses.

25.138 To discuss the funding bid submission for the playground renovation project
The Clerk outlined the next steps for the bid submission.

25.139 To discuss parking on the Village green
Cllr Moore explained there had been complaints regarding the parking on the grass of the village green. The Clerk informed the Council that the Police had been contacted for advice on what solutions are available. The Council discussed the issues, they requested the Clerk draft a letter to be sent to residents and agreed it was suitable for Councillor Astill to put a post addressing the issue on Facebook.

25.140 To discuss the use of the Chairmans fund for a Christmas Council gathering
The Chairman suggested a small buffet for the Councillors to enjoy some Christmas festivities while meeting with the local community. She proposed covering the cost of the refreshments from the Chairmans discretionary fund, which the Council resolved to accept.

25.141 To note the date and time of the next meeting: 14th January 2025 at 7:30pm
The Council noted the next meeting date.



Tel: 07340 239038
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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 14th January 2026 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Tim Moore (Vice Chairman), Kyle Futers, Ernest Hardy, Glynis Williams & Melanie Sherlock. Also present: Borough Councillor Martin Smith and Jack Maloney Clerk & RFO.

25.142 To receive and approve apologies for absence
Cllrs; Stuart Bestwick, Sue Pickering, Emma Astill, Callum Astill, Patricia Andrews and Bruce Andrews

25.143 Declaration of members' interests for this meeting
None

25.144 To receive reports from County and Borough Councillors
Cllr Smith highlighted the new beat Police Constable for the Parish and provided details for the Clerk to contact them with list of dates for the Council meetings. The Lengthsman has requested a point of contact in the village, Cllr Smith said he would provide Cllrs E Astill details.
Cllr Bestwick sent a report in his absence. Cllr Bestwick said that the Lengthsman Scheme would continue in 2026/27, but with no indication of a funding uplift, and parishes should plan for slightly fewer hours than in 2025/26. He also reported that he had been chasing the playpark lease which was now with the relevant NCC Cabinet Member, and was expected to be signed by 26th January, subject to confirmation from GBC.

a. To receive an update on the removal of litter, fly tipping and general maintenance of the banking between the Old Village and Hazelford Way Industrial Estate
Gedling Borough Council reported the works as complete, Councillor Bestwick provided the details for the officer at Gedling for the Clerk to follow up with any further works and Councillor comments

25.145 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
No public were present

25.146 Correspondence received
None

25.147 To confirm the minutes of the Parish Council Meeting of the 3rd December as accurate
The Council resolved to accept the minutes as accurate

Finance

25.148 To note/approve the payment of invoices received in December 2025
The Council noted the invoices paid in December and approved payment of the invoice for the inspection of the MUGA for £192

25.149 To review the bank reconciliation, financial summary and the budget status
Cllr T Moore reviewed the bank reconciliation and signed it as accurate. The Clerk gave an update on the balance of the general fund and informed the Council a VAT refund request had been submitted

25.150 To set the budget and precept for 26/27
The Council resolved to accept the final budget and request a precept of £23,039 which is an increase of 0.73%

25.151 To discuss the grant applications received and review the grant policy
The Council reviewed the policy and confirmed that only one grant application can be submitted per organisation in each *financial* year. The Clerk to rephrase the policy to make this clear and republish the policy. The request by the Newstead Artists would not be granted at this time but they are welcome to apply again in the next financial year

25.152 To appoint an Auditor to undertake the internal audit for 25/26
The Council resolved to appoint Ken Goddard to conduct the annual internal audit

General Matters Concerning the Parish

25.153 To note the annual inspection of the MUGA
The Clerk outlined that the inspection found the MUGA to be very low risk with no immediate action required however highlighted that there are multiple minor issues that may want to be addressed in the future

25.154 To discuss jobs for the Lengthsman and to note hours remaining
The Clerk highlighted the only outstanding job currently on the Lengthsman's list was to check and fill the grit bins in the village and paint the fencing around the war memorial, the remaining hours were noted at 36. It was noted a capping stone was missing from the cemetery car park wall, and to add this to the Lengthman's jobs if appropriate

25.155 To discuss the funding bid submission for the playground renovation project
The Clerk informed the Council that Gedling had confirmed the funding application would be started shortly, but that additional evidence is required to improve the chances of a successful bid. The Clerk reported that they had been gathering this evidence, including a resident's questionnaire and further letters from stakeholders. Gedling advised they are still working towards the 11th of February deadline however the lease being agreed is crucial. The lease renewal, which is a mandatory requirement, is ongoing and being actively pursued, with officers aware of the deadline. If the February deadline is missed due to the lease, the next submission date will be May 2026. The Clerk also shared concerns with Gedling that some of the consultation data may then be out of date but was reassured that it would still be acceptable to submit.

25.156 To approve the letter to residents addressing parking on the Village green
The Council resolved to accept the drafted letter to the residents addressing parking on the Village green. It was decided that it would be delivered by Cllr Williams to addresses from 32 to 47 Tilford Road

25.157 To note the date and time of the next meeting: 11th February at 7:30pm
The Council noted the date and time of the next meeting



Tel: 07340 239038
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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 11th February 2026 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill (Chairman), Tim Moore (Vice Chairman), Ernest Hardy, Glynis Williams, Melanie Sherlock, Callum Astill, Patricia Andrews & Bruce Andrews. Also present: County Councillor Stuart Bestwick and Borough Councillor Martin Smith and Jack Maloney Clerk & RFO.

- 25.158 To receive apologies for absence
Cllrs. Kyle Futers and Sue Pickering
- 25.159 Declaration of members' interests for this meeting
None
- 25.160 To receive reports from County and Borough Councillors
Cllr Smith informed the Council that the Council Tax Reduction Scheme will continue under the existing arrangements from Gedling. He advised that the reorganisation of leisure centres is progressing, with Richard Herod Centre scheduled to close and Calverton Centre currently under review and potentially facing closure. He also noted that a public consultation on local government reorganisation is available on the Gedling website for a six week period. Cllr Moore offered to add further details and a link to the website to enable residents to submit comments.
Cllr Bestwick confirmed that funding for the Lengthsman service remains unchanged and that, unfortunately, it would mean that working hours would be reduced. He reported that numerous potholes have been identified and encouraged direct contact with him to report any additional issues. At present, only Category 1 potholes, defined as those exceeding 4 cm in depth, are being repaired.
- 25.161 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
No public were present
- 25.162 Correspondence received
The Clerk informed the Council that a resident had been in contact to raise concerns about motorbikes being ridden over and damaging the playing field at the pit, a response was made outlining that it is a police matter and encouraging the resident to make a report. The Clerk has been in contact with PC Hannah Stubbs to invite her to a Parish Council meeting but unfortunately the PC and PCSO are not on shift for any of the upcoming meetings. PC Stubbs confirmed that she is liaising with the police off road bike team to arrange a date for them to attend the village. Cllr Astill said that she had been contacted by some residents requesting a date for the next litter pick, the Council asked the Clerk to add this to the next agenda.
- 25.163 To receive an update from the Clerk regarding the bank between Hazelford Way and the Village
The Clerk had contacted the officer at Gedling directly to ask for an update regarding the fly tipping and general maintenance of the area. They confirmed they had visited the site at the beginning of the month, removed waste and swept the footpath. The Council expressed that there were still works required, Cllr. Bestwick suggested he could meet a member of the Council along with the officer at Gedling to make them aware of these.
- 25.164 To confirm the minutes of the Parish Council Meeting of the 14th January as accurate
With one minor spelling correction, the Council resolved to accept the minutes as accurate.

Finance

- 25.165 To note/approve the payment of invoices received in January 2026
The Clerk highlighted that 10 bags of grit had been ordered and paid for under delegation, as the stock was depleted, at a cost of £60. The Council noted the invoices paid in January
- 25.166 To review the bank reconciliation, financial summary and the budget status
Cllr E Astill reviewed the bank reconciliation and signed it as accurate.
- 25.167 To review cashflow and consider reserves
The Clerk highlighted that the remaining funds in the general fund were insufficient to cover outgoing payments until the end of the financial year. They explained that this was due to an outstanding refund from HMRC from 2024, which is being chased. The Council resolved to use the general reserves if required as these will be replenished once the refund is received in the next financial year.

General Matters Concerning the Parish

- 25.168 To assign jobs for the Lengthsman
The Council resolved to add clearing the path on the circle around chapel to the Lengthsman's jobs.
- 25.169 To discuss the funding bid submission for the playground renovation project
The Clerk explained that due to the lease between Nottingham County Council and Gedling Borough Council not being agreed in time, the submission would now be delayed until the May submission deadline. All consultations and reports produced by the Clerk and Newstead Parish Council are completed, ready and waiting for the new deadline.
- 25.170 To consider the replacement of the missing Newstead entrance sign
The Council discussed the missing sign. As this is a high-cost item that has not been included in the next financial year budget, the Council agreed to consider purchasing a replacement if funding becomes available. After confirmation from Nottingham County Council that the signs had been gifted to the Parish, the Council also resolved to add the remaining signs to the asset register and ensure they are insured.
- 25.171 To finalise the purchase and installation of a Sherwood Forest plaque
The Council resolved to purchase a plaque to celebrate Newstead being in the historic Sherwood Forest boundary. Cllrs Smith, Bestwick & Pickering offered to contribute funds to the Council to cover the purchase. The Councillors agreed to find a suitable location for the plaque to be fixed before Sherwood Forest Day on the 20th February.
- 25.172 To discuss the proposal to display a local poem
The proposed plaque will display the poem written by Newstead resident and veteran of the First World War, Sam Dixon. The Council asked the Clerk to gather costings for a printed metal plaque to fix to the railings of the war memorial. Cllrs Bestwick, Smith and Pickering kindly offered a donation of £25 each towards the plaque.
- 25.173 To note the date and time of the next meeting: 11th March at 7:30pm
The Council noted the date and time of the next meeting



Tel: 07340 239038
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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 11th March 2026 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill (Chairman), Tim Moore (Vice Chairman), Ernest Hardy, Glynis Williams, Melanie Sherlock, Callum Astill. Also present: Jack Maloney Clerk & RFO.

25.174 To receive apologies for absence

Cllrs Kyle Futers, Patricia Andrews, Bruce Andrews, Sue Pickering, Stuart Bestwick and Martin Smith

25.175 Declaration of members' interests for this meeting

Cllrs E Astill and Williams declared an interest in items 25.181 and 25.183 as members of Newstead Events.

25.176 To receive reports from County and Borough Councillors

None.

25.177 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors

No public were present.

25.178 Correspondence received

Cllr C Astill had received a complaint from a resident about a bin discarded near Hazelford Way, Cllr Moore explained that when he'd met with the officer from Gedling earlier they had agreed to remove it on their next visit.

25.179 To receive an update regarding the bank between Hazelford Way and the Village

Cllr Moore reported that he had a successful meeting with the officer from Gedling Borough Council responsible for maintaining the area, they reviewed work that been carried out at the top of the terrace earlier in the day and agreed this looked good. The corner around Foundry Terrace was addressed as this is the area that has been neglected, with the asbestos and other fly tipping brought to their attention. Cllr Moore had posed the question about the fence being removed so the Parish Council could try to help maintain this area as well.

25.180 To confirm the minutes of the Parish Council Meeting of the 11th February as accurate

The Council resolved to accept the minutes as accurate.

Finance

25.181 To note/approve the payment of invoices received in February 2026

The Council noted the invoices paid in February. The Council resolved to pay the Clerks expenses of £7.98 for printer paper. The Council noted the £75 grant received from the Borough Councillors for the Easter event and resolved to donate this to Newstead Events.

25.182 To review the bank reconciliation, financial summary and the budget status

Cllr E Astill reviewed the bank reconciliation and signed it as accurate. The Clerk highlighted that the Maternity pay refund from HMRC had been received so the Council has sufficient funds for the remainder of the financial year without having to borrow from reserves.

25.183 To review the outstanding unspent grants from 2024/25

The Clerk informed the Council that there are two unspent grants that are due to expire, one for £338.33 plus £50 which was paid to the Newstead Centre as printing credit which remains unspent. The recipient of this

grant has stated they do not plan to run any future sessions, and the money can be reallocated. The second was for £45, this grant will expire on the 19th March. The Council resolved that the credit for printing at the Newstead Centre should be gifted to Newstead Events and the unspent funds would remain in reserves to be allocated as additional grant funding for the next financial year.

25.184 To note the updated asset register

The Council noted that the welcome to Newstead sign and Sherwood Forest plaque had been added to the asset register. The Clerk informed the Council that the Village Welcome Sign was now covered by insurance with no change to the premium for this year.

Cemetery

25.185 To discuss the conditions relating to the pre-purchase of cemetery plots

Cllr E Astill informed the Council that during preparation for a recent burial, when the grave was prepared it became clear the conditions were unsafe due to water levels and instability. This resulted in the family having to choose an alternative space at short notice, it was explained how stressful this can be at such a difficult time. The Council discussed several recurring issues linked to graves being bought many years before they are needed and the impact this has on the grieving families. The Council resolved to change the policy, ending the pre-purchase of cemetery plots and to only allocate graves at the time of burial, based on current ground conditions, accurate measurements and proper safety assessment. They highlighted a need for a clause that allows the pre-purchase of a plot in exceptional circumstances.

25.186 To approve the revised cemetery regulations

The Council acknowledged the proposed changes to the cemetery regulations to clearly communicate the agreed change in conditions to the pre-purchase of cemetery plots; however the Council determined the wording of clause 5.1 needed clarifying so postponed accepting these changes until this is updated.

General Matters Concerning the Parish

25.187 To receive an update on the Lengthsman jobs

The Clerk informed the Council that the Lengthsman would be replacing the capping stone at the cemetery, refilling the grit bins, clearing the paths near Chapel Terrace and painting the fence at the war memorial.

25.188 To discuss a litter clearing initiative in the Village

The Council discussed a way for more residents to be able to get involved with removing litter from the village without having to make a huge time commitment by introducing a 'Clean Your Street' day where residents would remove litter from the road they live on. The Council resolved to set a date of 28th & 29th March and that this would be communicated through social media and word of mouth. The Councillors would make litter picking equipment available to residents that would like to use it.

25.189 To consider remedial works for the MUGA based on the inspection

The Council resolved to approach CAST to see if they would be capable of addressing any of the hazards highlighted in the MUGA inspection, then consider any further works once they had attended.

25.190 To finalise the purchase and installation of the World War 1 poem

The Clerk approached three companies for quotes to fabricate a plaque to display Sam Dixon's World War 1 poem at the war memorial, one company informed that their material would not be suitable for the proposed use. The other two provided quotes for differing sizes of plaque. The Council considered the options and resolved to purchase the slightly larger plaque for £104.99 along with metal fence clips for installation, a budget of up to £30 was allocated for the fixings.

25.191 To discuss a commemorative item in memory of Philip Burnham

The Council discussed the tireless work Philip Burnham had done for the village of Newstead while he was a Councillor and that a tribute to him at the meadow would be a fitting way to honour him and his contribution to the local area. The Council resolved to set a budget of up to £75 to purchase a plaque to fix to the gate to

the meadow.

25.192 To note the date and time of the next meeting: 8th April at 7:30pm
The Council noted the date and time of the next meeting.