

MISSON PARISH COUNCIL

Minutes of the meeting of Misson Parish Council Wednesday 7th January 2025 in Misson Parish Hall, Vicar Lane, Misson at 6.45 p.m.

Present: Cllr. Mandy Walker-Green – Chair
Cllr. Mark Watson – Vice-Chair
Cllr. Keith Andrews
Cllr. Spencer Robey
Cllr. Sue Scott
Cllr. Jamie Sutcliffe
Cllr. Julie Watkins

Also present: Anne Wilson, Minute Taker
Three members of the public.

- 2025-126.1 To confirm the minute taker and identify those intending to record proceedings**
RESOLVED to confirm that Anne Wilson would take the minutes of the Parish Council meeting.
No one confirmed whether they were going to record the meeting.
The Locum RFO was not able to be at the meeting. Best wishes were sent to the Locum RFO and his wife.
Anne introduced herself to the meeting.
- 2025-127.2 To receive and approve apologies for absence.**
RESOLVED to receive and approve apologies from:
- Cllr. Steve Pashley District Councillor – personal commitment
 - Cllr. Mike Robertson County Councillor – personal commitment
- 2025-128.3 To record declarations of pecuniary or non-pecuniary interest in any item to be discussed.**
RESOLVED to note that there were no declarations of interest.
- 2025-129.4 To approve the minutes of the previous ordinary meeting held on 5th November 2025 as a true record.**
RESOLVED to approve the revised minutes of the Parish Council meeting held on 5th November 2025. The minute with regards to the lengthsmen hourly rate were questioned by Cllr. Scott but it was agreed that the minutes said the same as the amendment requested so they remained as they were presented. Just the word lengthsmen was amended to lengthsmen.
- 2025-130.5 To approve the minutes of the extra meeting held 11th December 2025 as a true record.**
RESOLVED to approve the minutes of the Parish Council meeting of 11th December 2025.
- 2025-131.6 To note any matters arising from the minutes of the meeting held on 11th December 2025 not on this agenda.**
There were none.
- 2025-132.7 To welcome the Locum Responsible Financial Officer and address Parish Financial administration and record keeping including:**
- a) To receive and approve financial accounts.
RESOLVED to receive and approve the financial accounts. £850.81 would be moved from administration to insurance,
- b) To consider the draft budget for 2026/2027.
It was explained by the Minute Taker that you cannot just put anything into earmarked reserves – it needed to be a budget amount where there was an underspend or a budget item where the council were saving for a project. CIL Funding could be put in earmarked reserved.
It was proposed and seconded that the Budget increase by 6%.
An amendment was proposed and seconded that the Budget increase by 3.5%.
- It was pointed out that there were unknown costs resulting from queries raised on the AGAR, the unknown length of time that the Council would have a Locum Clerk hence an increase in costs and it was not known about the costs of hall maintenance.

The amendment of 3.5% was taken first – 2 in favour and 5 against – therefore the amendment fell. **RESOLVED** that the budget increase by 6% for the 2026/2026 financial year.

c) To agree the precept for 2026/2027.

RESOLVED that the Precept be set at £23,417.50 with a Band D at £71.26.

Further **RESOLVED** that the Chairman and RFO sign the Precept Form ensuring the correct grant figures are included.

d) To approve the invoices for payment

RESOLVED to approve the following invoices for payment:

- Donna Fox - Lengthsmen Service (March to November 2025) £2985.00
In future the invoice will be presented every three months and will be more for the number of hours rather than the number of cuts therefore the Council will receive clearer invoices.
- Botany Christmas Trees - Village Green £445.00
- Hugo Fox – Website Fee £11.99
- A. Walker – for Spring, Summer, and Autumn 2025 Community Newsletter MPC Pages £125.00
- Personnel Advice & Solutions Ltd (Self Employed Lengthsmen Contracts) £300
- Michael Lewis (Locum Minute Taker 5th November 2025) £318.10
- M. Hooper (Invoice for Admin Support: Nov & Dec) £377
- S E Scott (Invoice for Admin Support: Nov & Dec) £112.50
- A. Walker – reimbursement for money paid to St. John's Church for Mission Parish Council Christmas Tree £30

2025-133.8 To adjourn the meeting and invite questions from Members of the Public for a maximum of 15 minutes.

There were no questions from Members of the Public.

2025-134.9 To receive reports from the District Councillor and the County Councillor.

Apologies had been received from both the District and County Councillor.

The Chair stated that she and the Vice-Chair were attending the North East Bassetlaw Forum the following week where Local Government Reorganisation was on the agenda. Bassetlaw District Council, as it stands, will be no more. It is planned to update residents through the MPC pages of the forthcoming Community Newsletter.

2025-135.10 To note correspondence received.

RESOLVED to note the following:

- Complaint about the minutes of the meeting of 3rd September 2025, failing to report poor conduct of the Chair and requesting a formal investigation. The Vice-Chair had replied.
- Complaint about a feral cat which had attacked and injured a child who required medical treatment. Resident asked what could be done about it. The Chair had replied to this complaint and put residents, who had also spoken about this matter, in contact with each other and suggested who they also contact.
- Rescuing Animals In Need (RAIN) CEO Trish Spargo wrote to confirm the RAIN Rescue Charity would attend the Parish Council Meeting of March 4th and make a presentation introducing the charity and their plans, having taken over the True Fait estate. Also gave notice of major works to the road being undertaken on Monday and Tuesday and heavy machinery being present.
- Graham Green wrote with an update from Mission Resilience Group which aims to finalise the latest draft of the Mission Plan for endorsement of MPC and publication. Snow, flooding, and heatwaves are also considered within the plan. It was noted that the plan would not impede the work of the Statutory Bodies.

2025-136.11 Planning

a) To note any planning decisions and outcomes.

RESOLVED to note any planning decisions and outcomes.

b) To consider any new planning applications.

There were no new planning application for consideration.

c) To consider any planning applications received after the agenda was posted.

There was no additional planning applications circulated.

2025-137.12 To record an update regarding Parish Administration and the schedule of agree projects.

Members note the schedule of projects presented to the meeting. Consideration was given on how to take these projects forward.

2025-138.13 To record an update on Parish Maintenance.

a) To update the repair to the Pinfold Boundary

The parts had not yet been received. It was suggested that hazelwood hurdles be put around the whips to protect them. The whole of the Pinfold is really tidy.

RESOLVED to stay with the plan agreed by the Parish Council and review if needed. It was not agreed to put in hazel but hawthorn whips.

b) To update regarding the management of trees

The reduction of the height of the trees on The Green is in hand.

c) To update regarding development of a draft Parish Maintenance and Improvement Plan including the governance thereof

The contractor will be supplied with a copy of the Annual Maintenance Plan. The way in which the plan is monitored by the Parish Council. The Parish Clerk would liaise with and ensure that the Lengthsmen do their job properly. Parish Councillors would be circulated with a hard copy at the next Parish Council meeting.

Mysteriously a file had returned to the archives which has a lot of information about the lengthsmen including photos.

2025-139.14 To approve and confirm Mission Parish Plan: Operation Menai Bridge.

RESOLVED to approve and confirm the Mission Parish Plan: Operation Menai Bridge.

2025-140.15 To discuss potential use of monies held for Mission Parish from the Community Infrastructure Levy or agree to move this item to March 2026.

Members discussed possible projects for use of the £8776.23 CIL Funding for the parish. It was noted that if the funds stay with Bassetlaw, then there is no time restraint on spending them but at the same time it is noted that Bassetlaw as is will be dissolved as part of Local Government Reorganisation and therefore proposals for its use should be considered.

Members suggested the following projects:

- Standpipe down by the Pinfold – less than £2000
- Retrofit conditioning in the Mission Village Hall to fit the resilience need
- A new heating system for the Village Hall
- A new roof at the Village Hall
- Reorganisation of the archive room with better storage and shelving.

It was agreed that costed ideas need to be brought back to the Parish Council for consideration.

The Chairman would locate the information previously researched about the installation of a standpipe in the parish and bring it to the next Parish meetings. The energy survey is very poor for the hall. Insulation could be internally fitted as it would retain heat better. Currently there is one boiler for the whole building without the ability to heat only one part of the building so is uneconomical to run, noting the toilets have no heating at all. It was now possible to heat the person not the space which may be good for the toilets.

RESOLVED that a further survey of the building be carried out by Cllr. Robey looking at the roof and Cllr. Andrews looking at bafflement including the ceiling and a sound system. Findings to be brought back to the Parish Council for further consideration.

RESOLVED to bring all these items back to the next Parish Council meeting for further consideration. Further **RESOLVED** that the Locum RFO investigate how the CiL funds are allowed to be spent and look at the timelines on the spending of the funds.

2025-141.16 To agree the date and time of the next MPC meeting and the next TEC meeting.

RESOLVED to confirm the following dates and times:

- Parish Council - Wednesday 4th March 2025 at 6.45 p.m.
- TEC meeting – Wednesday 11th March 2025 at 7 p.m.

2025-142.17 To pass a formal resolution to exclude the public from the remainder of the meeting because of the confidential nature of the business which refers to staffing matters in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972. RESOLVED to exclude the public from the remainder of the meeting.

2025-143.18 To discuss the contracted arrangements for Lengthsmen from January 2026 to the end of this Parish Council term (currently April 2027).

RESOLVED to accept the contractual arrangements as presented to Members for consideration, with some minor wording arrangements.

The following matters would be confirmed:

- Insurance responsibilities with regard to one of the lengthsmen using Parish Council equipment as a volunteer through their contract.
- Public Liability and Professional Indemnity insurance being obtained by both Lengthsmen
- Evidence of certificates from both Lengthsmen

The Chairman would meet both Lengthsmen to sign their new contracts on behalf of the Parish Council.

2025-144.18 To discuss the Parish Clerk vacancy.

RESOLVED that Anne Wilson attend the next Parish meeting due to be held on the 4th March 2026. Her contract for four hours per week and would be until 31st March 2026, in line with the Locum RFO, when consideration would be given as to the next steps with regard to the recruitment of a Parish Clerk.

Members noted that Anne was not available for the March meeting and therefore further **RESOLVED** that the meetings due to be held in March be amended as follows:

- Parish Council meeting – Wednesday 11th March 2026 at 6.45 p.m.
- TEC meeting – Wednesday 4th March 2026 at 7 p.m.

Signed Chair Date

