Misson Parish Council

Minutes of meeting held at 6:45pm on Wednesday 2nd September 2026 at Misson Parish Hall.

Present: Cllr Mandy Walker-Green (Chair)
Cllr Spencer Robey
Cllr Sue Scott
Cllr Jamie Sutherton
Cllr Julie Watkins
Cllr Keith Andrews

Also present Mark Hooper Responsible Financial Officer
5 members of the public

Recordings of meetings –Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording Activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Cllr Walker-Green confirmed she would record the meeting on behalf of the Parish Clerk.
Cllr Robey stated he was also recording the meeting

1. **To receive apologies for absence** - Cllr Mark Watson.
   Mrs Anne Wilson – Locum Parish Clerk.
2. **Chair's Welcome** – The Chair welcomed Councillors and residents to the meeting and gave a fire safety announcement.

   The Chair provided an update on the Council surgery held on Thursday 16th July. Two residents from Everton visited the surgery for advice from the District Councillor (DC) as Everton does not hold a surgery. One Misson resident discussed a planning application with the DC. One Misson resident discussed with the Clerk, fallen leaves in the Cemetery and the leaking tap in the Cemetery. (An agenda item of this meeting).

   The next Council Surgery will be held on the 17th September between 10.00 and 12.00 noon. Following a suggestion from County Councillor Mike Robinson, and supported by District Councillor Steve Pashley, the plan is for the Council Surgery on 15th October to be held in the evening in order for those residents not available during the day time, the opportunity to attend. There will be the District Councillor, the County Councillor and hopefully an update from the police, with support from the Parish Councillors. Time to be confirmed once the availability of the Parish Hall is explored.
3. **To receive any declarations of disclosable pecuniary and non-pecuniary interests:** Cllr Andrews declared an interest in one of the planning applications for discussion during the meeting.
4. **Public Question Time**. There were no public questions.
5. **Minutes :** Members were asked to confirm the Minutes of the following meetings and the resolutions contained therein ;
   - **Ordinary Council Meeting – Wednesday 6th May 2026** – unanimously agreed by the PC.
   - **Extraordinary Council Meeting – Wednesday 18th June 2026** – Cllr Scott requested clarification of some of the points recorded in the minutes. Agreement was reached between the Chair and Cllr Scott re the rewording of the minutes. The PCs unanimously agreed to approve the minutes following these amendments.
6. **Report from the District Councillor and County Councillor**

   District Councillor (DC) report – (available in full on PC website).

   Electrical Safety Fund; new funding available for charities/ community associations of up to £10,000 for removal, repair or replacement of unsafe electrical items/ installation. Clerk has details of the grant opportunity. **Regarding Doncaster Airport;** public consultation is now open, until October, on the proposed flight paths. Details of how to view this online is in the DCs report. **Tunnel Tech North Update**; increase in complaints in recent months. The DCs update includes details of his engagement with Tunnel Tech. The DC suggested engaging with the Bassetlaw MP Jo White and also requesting an independent assessment of Tunnel Tech practises and procedures. He also intends to write to the Secretary of State for Environment, Food and Rural Affairs. It was proposed by the Chair that Misson Parish Council formally support these actions. This and seconded by Cllr Watkins – unanimously supported by the PC.

County Councillor Report

Local Government Reorganisation – an announcement was made on 16/7/26. Nottingham City Region is to be expanded to include parts of Broxtowe, Gedling and Rushcliffe. The remainder of the County will be classed as the North/ Rural Council. A letter should have been received by the CC to explain how the decision was reached – to date no letter has been received – there may be a judicial review. Shadow authority elections are planned for May 2027 with a go-live date of 1st April 2028.

Regarding Schools; Secondary schools' applications for September 2027 are now open.CC support for discretionary school transport for faith schools is to be removed. There is to be a school transport review which could impact Misson

The Police and Crime Commissioner is proposing setting up a Rural Crime Action Team – Notts is the only county without one.

A road safety report had been undertaken – plans to replace the 30 mile an hour speed sign which is damaged.

The CC would like to arrange a walk around the village outside of a surgery. The Chair asked him for some dates and would arrange for some of the PCs to go around with him.

7. Finance

(i) Q1 Reconciliation. Cllr Scott raised a query about a typographic error on one of the descriptors on the spreadsheet which was amended at the meeting. This had no impact on the figures. **The Q1 Reconciliation was unanimously agreed**.

(ii) Approve invoices for Payment – four invoices had been circulated prior to the meeting which are listed below. An additional invoice had subsequently been received which is outstanding – it had originally been sent to the Locum email account which has not been accessible on the PC laptop. **The invoices were unanimously approved.**

14-Sep-26	M Guest – L'smen July and August	26/043	C10 & C29	Faster Payments	£66.00
14-Sep-26	YLCA - Job Advert	26/044	C26	Faster Payments	£20.00
14-Sep-26	M Walker-Green Reimb re Newsletters	26/045	C28	Faster Payments	£225.00
14-Sep-26	M Hooper - Locum RFO July and August	26/046	C1	Faster Payments	£424.50
14-Sep-26	M Hooper Tavel Expenses July and August	26/046	C5	Faster Payments	£49.50
14-Sep-26	PKF Littlejohn - 23/24 AGAR review	26/047	C26	Faster Payments	£2,279.76

NB – Cllr Watkins requested that the cost to the PC of the 2023/24 AGAR review be minuted. The net cost (excl VAT) is -

- Leics RALC £900.00
- PKF £1,899.80
- **Total £2,799.80**

The findings of the review will be discussed at the next PC meeting

(iii) Note the Bank Balances – noted

(iv) Note the Bank Reconciliation – noted

(v) Consider any other urgent financial matters – none raised.

8. Planning

(i) Planning Applications

- 26/00849/FUL Land including Bank End Farm Bank End Road – Erect 4 Bedroomed Detached Dwelling (self-build) with Triple Garage. (Cllr Andrews withdrew whilst this application was discussed). Public consultation ended on the 19th August – therefore this item was for information only.

(ii) Applications Granted

- 26/00661/SCR Land off Springs Road. Environmental Impact Screening Request – 10.0 Ha of Land Restoration and Effluent Improvement to Produce Organic Arable Crops.
- 26/00482/HSE White Cottage Church Street. Proposed like for like replacement of timber framed glazing to the walls and roof
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(iii) Applications Refused

None at time of writing the agenda.

(iv) Outstanding Applications awaiting decisions

- 26/00337/ FUL – Change of use from Sports Playing Field to Dog Exercise Park. Land adjacent to Electricity Distribution Site, Bawtry Road, Misson
- 26/00439/HSE – Proposed Double Garage – Home View, Gibdyke, Misson
- 26/00496/HSE – Demolition of existing conservatory and erection of two storey side extension. Sunflowers, West Street, Misson

9. Parish Matters

1) Vacancy for Parish Clerk and RFO : Three applications have been received; two candidates will be interviewed on Friday 11th September, the third candidate has requested a weekend interview date due to extenuating circumstances.

2) Update regarding the position with PKF Littlejohn and associated costs : – this was covered under the Finance section. The Chair added that the closure report has now been received by the Clerk and will be forwarded to Parish Councillors. The findings of the report will be an agenda matter at the next meeting.

3) Update regarding schedule of agreed Parish Administration Improvement Projects :

	Task	Update
1	Prepare 2026/27 budget and precept	Completed
2	Better understand the outstanding objections to the 2023/24 AGAR	Reviews undertaken by Leics & Rutland Assoc of Local Councils and PKF Littlejohn. Outcome of reviews to be discussed at November 2026 PC meeting
3	Re-order cemetery management files	In progress
4	Establish an up to date document set for the Town Estate Charity	In progress
5	Tidy the archive of the Parish Council	Completed
6	Move banks from NatWest to Unity Trust	Completed
7	Coaching for Chair to navigate the MPC laptop	Completed. Laptop has now been replaced as old one obsolete
8	Re-order MPC website, manage email addresses	In progress
9	Cleanup Parish laptop	Completed. Laptop has now been replaced as old one obsolete

Cllr Walker-Green proposed that the PC express its thanks in the Minutes to the following volunteers for the voluntary unpaid time they have given, and still are providing, to progress these tasks; Jayne Watson, Barbara Lowndes, Susan Scott and Josh Murray. She also wished to thank Cllr Watkins who has worked alongside many of these projects and also given time and effort to them all. **Proposed by Cllr Walker-Green and Seconded by Cllr Robey. Unanimously agreed.**

4) Parish Hall Maintenance – Flat Roof

Since the quotes Cllr Robey had obtained earlier in the year, the flat roof has deteriorated further. **Proposed by Cllr Walker-Green and Seconded by Cllr Watkins that the roof be fixed before the winter.** Cllr Robey agreed to obtain updated quotes for the current state of disrepair. **Cllr Walker-Green and Cllr Sutherton will meet with the contractors when they visit the Parish Hall.**

5) Update following the Memorial Inspection of Misson Cemetery and Churchyard.

In summary 21 graves were identified as requiring immediate repair. Seven of these have now been repaired following contact with family members. The remaining fourteen require action within six months of the inspection. It has not been possible to contact any family related to these remaining 14 older graves. Cllr Walker-Green explained that the Memorial Stones could be laid down at a cost of £20 per grave, alternatively a quote has been received from a local stone mason to repair them all for £1,540 plus VAT. **This will be discussed further at the next PC meeting in November**

6) Proposed repairs and alterations to the watering station at Misson Cemetery

The tap at the cemetery is split and leaking heavily – it is a heritage tap of c100 years old. Before it can be repaired the stopcock had to be located. This has now been undertaken so the repair can go ahead. In addition to this, a temporary plinth had been set up at the side of the established watering platform to counter the mud that was being generated. This has been removed and,

following discussion, it was agreed that additional gravel will be added to the area to improve the condition. – **Cllr Sutherton to progress this.**

It was unanimously agreed that the tap repair is approved to be undertaken by a local known plumber who has offered to remove the heritage tap and make a temporary modern replacement, repair the heritage tap, and then return to site to fix the original and remove the temporary fitting. There was agreement to progress the conversation earlier in the year about placing a tap close to the Pinfold. – **to be discussed further once a new clerk has been appointed and the necessary research information gathered.**

7) Members were asked to raise any other Parish matters –

Cllr Scott asked if a tree survey was due – this will be included on the agenda for November.

Cllr Walker-Green explained the clerk had received a complaint made by three parishioners who were in the Parish Hall when police arrived to tow away a car which had been parked outside the Hall. The police said a Parish Councillor had reported the car, on behalf of the PC, for being illegally parked due to having no road tax. Cllr Walker-Green explained this was not true because the person had no authority to report it on behalf of the PC or as a Parish Councillor and reminded everyone the Parish Councillors cannot act independently. She shared that she was aware the person concerned had subsequently apologised to the family for the mistake they had made in reporting the car and had personally met the cost of the car being towed away. Several PCs confirmed that they had not reported the car to the police – however no PC came forward to confirm they were the one who had reported it. The Chair asked this be Minuted to confirm this matter had nothing whatsoever to do with Misson Parish Council.

Cllr Walker-Green explained that the next village Newsletter will be published in October. There are three items that were raised by residents which could be included to show the work the PC has undertaken over the summer months:

- The heritage tap in the Cemetery and the stopcock saga,
- The current state of the Pinfold – Cllr Walker-Green had received a letter from a parishioner questioning the planting scheme etc – to which she responded. An article in the Newsletter would explain this to the wider community.
- There has been an issue with stagnant water on Slaynes Lane. Notts Wildlife Trust and the Environment Agency have both been involved

Cllr Walker-Green proposed and Cllr Andrews seconded that these items should be included in the next edition of the Newsletter. This was supported unanimously

Cllr Scott asked if some bulbs could be purchased and planted in the pinfold to provide more colour in the spring. The Chair said this matter could be added to the agenda for November.

Date of the next meeting – 4th November 2026 at 6.45pm.

The meeting closed at 8.46pm.

Note: The minutes of the meeting held on 2nd September 2026 are approved as an accurate record of the proceedings and duly signed by the Chair in the meeting held 4th November 2026.