

Annual General Meeting of Misson Parish Council

Minutes of Misson Parish Council Annual General Meeting held at 6.45pm on Wednesday 7th May 2025 at Misson Parish Hall. Four members of the public attended.

Parish Councillors Present: Cllr Mandy Green (Chair), Cllr Mark Watson (Vice-Chair), Cllr Spencer Robey, Cllr Sue Scott, Cllr Keith Andrews, Cllr Jamie Sutherton, and Cllr Julie Watkins.

Minute Taker : Due to the Parish Clerk vacancy, minutes were taken by Cllr.Green.

- 2025-24.1 To receive apologies for absence :** D.Cllr Steve Pashley (holiday). The new C.Cllr, Mike Robertson, has not yet been in contact.
- 2025-25.2 To receive the Chairperson's Report :** Cllr Green read her report to attendees. It will be placed on the MPC website and on Parish notice boards.
- 2025-26.3 To elect a Chairperson and a Vice-Chair to serve until the Annual Parish Council Meeting of May 2026. Chair:** A single candidate was nominated. Cllr Mandy Green was elected with five votes in favour. Cllrs Scott and Robey abstained from the vote. **Vice-Chair:** A single candidate was nominated. Cllr Mark Watson was elected with six votes in favour. Cllr Scott abstained from the vote.

As this was the AGM of MPC, questions from the public were invited following the election of the Chair. There were no questions from the public on this occasion.

- 2025-27.4 To receive declarations of disclosable pecuniary and non-pecuniary interest :** None.
- 2025-28.5 To approve the minutes of the Parish Council meeting of 5th March 2025 :** Corrections were agreed. Chair will sign the corrected version.
- 2025-29.6 To note matters arising from the minutes of the last meeting not on the agenda:** Following a short discussion regarding maintenance of the Parish Hall, it was agreed to make this an agenda item of the June meeting to enable fuller discussion.
- 2025-30.7 To receive a report from the County Councillor :** None on this occasion. Following the recent election, former C.Cllr Tracey Taylor has lost her seat. It was agreed the Chair would write to Tracey from MPC to thank her for her many years of work on behalf of our community.
- 2025-31.8 To receive a report from the District Councillor :** None on this occasion.
- 2025-32.9 To address Parish financial administration and record keeping including:**
- 9.a To receive and approve budget presentation under agreed headings.** Following discussion, it was unanimously agreed to approve the proposed budget headings to track income and expenditure over the financial year 2025/26. The Vice-Chair reminded the meeting that MPC had earlier agreed virement as required, should the need arise.
- 9.b To receive and approve invoices for payment.**

Payments presented for approval : March 2025		
Date	Payment	Amount
7 th March	Stationery : A4 Suspension Files for Metal Cabinets	£29.98
7 th March	Stationery : A4 Plastic Punched Hole Pockets for Files	£8.99
12 th March	Hugo Fox : Website Management Fee	£11.99
18 th March	Bassetlaw District Council : Cemetery Wheelie Bin Collection	£232.96
21 st March	S.E.Scott : Microsoft Payment (reimbursement as she was charged in error)	£84.99
21 st March	Tornado Pest Control	£180.00
31 st March	Lisa Hickman : Parish Clerk Wages & Home Working Allowance	£692.00
	Total	£1240.91

Payments presented for approval : April 2025		
Date	Payment	Amount
2 nd April	SLCC – FILCA Training Course for Parish Clerk (Lisa Hickman)	£144.00
10 th April	A.Walker : for Winter Community Newsletter MPC Page	£25.00
14 th April	Matthew Guest : Lengthsman Services	£126.00
15 th April	Enterprise Accountancy Services : Oct 24 – March 25	£139.20
15 th April	Hugo Fox : Website Management Fee	£11.99
30 th April	Lisa Hickman : Parish Clerk Wages & Home Working Allowance	£558.80
	Total	£1004.99

An invoice paid on 2nd April in the amount of £144 for training of the Parish Clerk was noted. Chair will enquire if that can be reimbursed in light of the Clerk's resignation, or held in credit for the next Parish Clerk. It was unanimously agreed to approve the invoices presented.

- 9.c To receive Misson Parish Council accounts for 2024-25.** Vice-Chair spoke to this item and said that he had sent the most accurate version of the accounts he had at the time to Councillors ahead of the meeting. He explained that four different clerks had been involved in management of the accounts this year and each had done something a little different in their approach to the task. Having now been able to order a bank statement, he will reconcile the figures on the spreadsheet with the statement when received and ensure balance. He asked for the meeting minutes to record a vote of thanks to two previous Misson Parish Clerks who had worked over the Bank Holiday to help navigate the records and gain access via the parish laptop, providing invaluable assistance to the Chair and Vice-Chair. It was proposed and unanimously agreed that the final end of year accounts be presented for approval at the extra MPC meeting planned for June 4th.
- 9.d To confirm or agree to review Standing Orders and Financial Regulations.** It was agreed MPC will adopt the latest version of these when published by NALC.
- 9.e To confirm insurance cover in place.** Insurance renewal is due 1st June 2025. It was agreed the Chair and Vice-Chair could be authorised to action renewal without the need to come back to a meeting for approval, so long as the policy offered had not significantly changed from the cover currently provided.
- 9.f To confirm or agree to review existing policies.** It was confirmed that existing policies do not need to be reviewed at this time. It was agreed the draft Biodiversity Policy would be discussed at the meeting of July 2nd. Cllr Scott agreed to circulate an example from NALC. Cllr Watson agreed to circulate the BDC Biodiversity Policy. All to be considered by members ahead of the July discussion.
- 9.g To confirm or agree to review Parish Council asset register.** It was agreed that Ross Jarvie be asked to undertake an up to date valuation of the Parish Hall. The asset register held in the MPC computer files had not been able to be accessed ahead of the meeting and so it was agreed to sign off this matter at the meeting of July 2nd. Cllr.Scott agreed to photograph and circulate the hardcopy of the asset register she had in her own files, albeit an earlier version than needed. It was agreed this would at least be 'a starter for ten'.
- 9.h To confirm or agree to review Risk Register.** The current Risk Register is unconfirmed. It was agreed to table this as an agenda item at the extra MPC meeting planned for June 4th 2025.
- 9.i To confirm or agree to review Risk Assessments for use of chain saw, strimmer, and ride-on mower.** It was agreed Cllr. Watkins will work with the lengthsman to review and update these risk assessments for presentation at the next meeting of MPC.

2025-33.10 Planning : In the absence of a Clerk, the following update was provided by Cllr. Scott.

10.a To note planning decisions/outcomes.

- (i) Ref.No: 25/00062/HSE Permission sought to erect a single storey extension to the rear of 1 West Street, Misson. Granted 7th April 2025.
- (ii) Ref.No: 24/01448/HSE Permission sought to erect a two story side extension with addition of external insulated render system to Morton Villa Farm, Springs Road, Misson. Granted 7th March 2025.

- (iii) Ref.No: 25/00154/CAT Permission sought to carry out work to tree in a conservation area consisting of reducing mature walnut by 4.5m at Manor Farmhouse, Top Street, Misson. Agreed.
- (iv) Ref.No: 25/00022/CAT Permission sought to carry out work to tree in a conservation area consisting of trimming existing leylandii conifer hedge from approx. 8m height to approx. 4m height at Pine Tree Cottage, Slaynes Lane, Misson. Agreed.

10.b To consider any new planning applications : None

10.c To consider any planning applications received after the agenda was posted : None

2025-34.11 To consider the paper presented by Cllr. Scott regarding Pinfold project : On 5th March 2025, prior to the MPC meeting that day, Cllr Scott sent a paper to colleague Parish Councillors alleging “a misleading application to NCC in 2022 had resulted in duplicate funding in breach of the Grant agreement” and recommending MPC repay in full the grant of £2,750. In the intervening period between receipt of the paper and the opportunity to table the matter as an agenda item, the Chair and Vice-Chair conducted an investigation of the facts. The findings were presented to MPC councillors and comprised a statement from the Parish Clerk (at that time) who made the application, and email correspondence between the C.Cllr (at that time) and the grant award team at NCC. This evidence was offered to Parish Councillors both in hardcopy at the meeting, and orally as the Chair read aloud both the statement from the previous Clerk and the email correspondence with NCC. The findings concluded that NCC did not find anything untoward regarding the awarding of the grant in question. Cllr. Scott said that she would take up the matter with NCC as she believed it was in breach of its own standards. After discussion, it was agreed this matter required no further action by Misson Parish Council, with a vote of six members in favour and none against. Cllr Scott abstained from the vote*.

2025-35.12 To receive, review and action any correspondence received:

1. The vice-chair of Misson Primary wrote to the Chair to raise a concern about a remark in the draft minutes of the March meeting. The finalised and agreed minutes have addressed this concern.
2. A member of the public had written to Cllr Robey regarding rubbish dumped by a worker/contractor of NCC to which Cllr Robey alerted the Chair and then raised the matter with NCC.
3. A member of the public fell in a pothole on Gibdyke and sustained a broken ankle. The Parish Clerk raised this concern with NCC. To date, this hole has not been filled. It was agreed the Chair would follow this up.

2025-36.13 To confirm the date of the next meeting : It was agreed to hold an extra meeting on Wednesday 4th June at 6:45pm to consider, agree and approve the Annual Governance and Accountability Return for 2024/25 and a number of other matters outstanding from this meeting.

2025-37.14 To confirm the dates of monthly meetings for the following year: The next meeting of MPC will be 4th June; an extra meeting to the usual schedule. Ordinary meetings thereafter will be 2nd July, 3rd September and 5th November. The agenda for the November meeting will include a review and discussion of whether or not meetings will continue to take place bi-monthly, or return to the monthly pattern.

At 8:05pm the public were thanked for their attendance and support, and invited to leave so the Council could consider a confidential matter which correctly excluded public observation.

2025-38.15 To discuss confidential items :

- a) **Parish Clerk Vacancy :** Mrs Lisa Hickman, who was appointed Parish Clerk on 1st February 2025 resigned her post with effect from 30th April 2025, having been offered increased hours by another employer which she preferred. It was agreed that management of Parish matters should be returned, once again, to the Chair and Vice-Chair. The cost of hiring a Locum Clerk is now approximately £37 - £51 an hour, if a person can be found at all. The Vice-Chair explained the assistance that had been given to them by two former Parish Clerks. It was proposed that they be asked to continue to give administrative help to the Chair and Vice-Chair and be remunerated for their work at the rate of £25 an hour (which was the rate previously being paid to the Locum Clerks) for which they would be required to submit an invoice. Overall, this cost would represent a saving to MPC during the current interregnum

and until a permanent clerk is appointed. They would provide administrative support to the Chair and Vice-Chair who would necessarily carry responsibility for Parish Administration during the interregnum. This was agreed unanimously. The Parish Clerk vacancy has been advertised, with a closing date of June 30th.

- b) **AGAR 2023/24 objection** : The objector confirmed to colleague Parish Councillors they were scheduled to meet with the agreed third party mediator on 21st May and outline the position from the objectors perspective. Thereafter, it was planned the mediator would meet with the Chair and Vice-Chair to further progress understanding. The aim is to try and achieve a reconciliation which satisfies the objector to the extent they might withdraw their formal objection. This would significantly reduce the costs which Misson Parish will have to pay. The Chair will ascertain exactly how much has already been accrued in fees to MPC as a result of the objection having been raised at all.

The meeting closed at 8.30pm.

These minutes were approved as a true and accurate record, at the meeting of June 4th 2025.

* It should be noted that Cllr.Scott refuted she had abstained from the vote at item 11 and said she had voted against the proposal. The audio recording of the meeting indicates otherwise and so the Chair did not amend the minutes. Nevertheless it was agreed this note would be made.