

# Minutes of the Misson Parish Council Meeting held at 6:45pm on Wednesday the 5<sup>th</sup> of November 2025, at Misson Parish Hall, Vicar Lane, Misson, DN10 6EG.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960 as amended by section 100a of the Local Government Act 1972, schedule 12a members of the public and press were invited to attend this meeting.*

**Members present:** Councillors Dr A Green (Chair), Mr M Watson (Vice Chair), J Sutherton, S Scott, S Robey and J Watkins. **Also in attendance:** Bassetlaw District Councillor S Pashley (Everton Ward), Michael Lewis (Locum Clerk) and six members of the public. **Meeting opened:** The Chair opened the meeting at 6:46pm.

**Minute reference number (in bold)** Agenda item number (in plain text)

**To confirm the minute taker of the meeting and identify those intending to record proceedings.**

- 2025-100.1** The Chair introduced Michael Lewis, a Locum Clerk engaged to be the Minute Taker of the meeting, who introduced himself and shared some of his background. In accordance with Misson Parish Council's Standing Orders 2024, one member of the public advised that they intended to record proceedings at the meeting.

## **Public participation:**

The Chair invited questions from the members of the public that were present. A member of the public asked a question relating to the Parish Council's policy on killing moles on the Village Green and in the Cemetery. The question was ; 'how many people have contacted MPC to say they would like MPC to exterminate moles in this way? The Locum Clerk explained that this is the kind of information that could not be provided immediately and would be provided in due course, either at the next meeting or in between meetings. There were no further questions from members of the public.

**Action:** Response to be provided in due course.

The public participation section of the meeting ended at 6:52pm.

- 2025-101.2** **To receive and approve any apologies for absence.**

Apologies were received and approved from Councillor K Andrews. His apologies were accepted and approved in accordance with section 85(3) of the Local Government Act 1972.

- 2025-102.3** **To record declarations of pecuniary or non-pecuniary interest in any item to be discussed.**

The Chair asked that all Councillors re-confirm their interests for the benefit of the minute taker:

Cllr Dr A Green (Chair): declared a non-pecuniary interest as the Editor of the local newsletter and a Trustee of the Village Park and Playground Project (VP&PP). Cllr J Sutherton: declared a non-pecuniary interest as a member of River Idle Management Partnership (RIMP). Cllr S Scott: declared a non-pecuniary interest as a member of Misson Community Association (MCA) Management Committee. Cllr S Robey: declared a non-pecuniary interest as a Trustee of Misson Community Association (MCA). Cllr Mr M Watson (Vice Chair): declared a non-pecuniary interest as Chair of North East Bassetlaw Forum (NEBF). Cllr J Watkins: declared a non-pecuniary interest as a member of River Idle Management Partnership (RIMP). No further declarations were made.

- 2025-103.4** **To approve the minutes of the extra meeting held on 8<sup>th</sup> of October 2025 as a true record.** The minutes were unanimously approved as a true record of the meeting held on the on the 8<sup>th</sup> of October 2025.

**Actions:** A copy of the approved minutes to be added to the Parish Council website.

- 2025-104.5** **To note any matters arising from the minutes of the meeting of the 8<sup>th</sup> of October 2025 not on the agenda.**

No matters arising were raised.

- 2025-105.6** **To receive update reports form the County Councillor and the District Councillor.**

**District Councillor update:** District Cllr S Pashley discussed the retirement of Stephen Brown from Bassetlaw District Council, Parish Cllrs expressed gratitude for his service.

Cllr Pashley advised that he is being put forward to join Bassetlaw District Council's Licensing Committee as the Conservative Member. This is likely to be approved within the coming month.

Cllr Pashley provided an update on Local Government Reorganisation. In excess of 11,000 residents took part in the recent consultation.

The option supported by Bassetlaw District Council and other nearby councils would see two new Unitary Councils created, these being:

- Sherwood Forest (North Nottinghamshire) comprising Ashfield, Bassetlaw, Gelding, Mansfield and Newark and Sherwood.
- Nottingham and South Nottinghamshire (South Nottinghamshire) comprising Broxtowe, Nottingham City and Rushcliffe.

There is an alternative option that includes the expansion of the City of Nottingham, with two new Unitary Councils being created, these being:

- Southwest comprising parts of Broxtowe, Gelding and Rushcliffe combined with Nottingham City.
- North and East comprising parts of Broxtowe, Gelding and Rushcliffe combined with Ashfield, Bassetlaw, Mansfield and Newark and Sherwood.

The Nottinghamshire Local Government Reorganisation proposals need to be submitted to the government by the 28<sup>th</sup> of November 2025. The proposals will be available online after the 28<sup>th</sup> of November 2025 at <https://lgrnotts.org/proposals>.

The government will announce the new Council structure in the Spring or Summer of 2026. The new Councils will become fully operational from April 2028, although it is likely that shadow authorities will be elected in 2027.

Cllr Pashley said he had received a number of complaints about Tunnel Tech North (TTN); he has asked for an update from Officers and is currently awaiting a reply. Cllr Robey asked Cllr Pashley a couple of questions about parish issues; Cllr Pashley said he would check and come back to Cllrs in due course. No report had been received from the County Councillor.

2025-  
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**To review the practice of holding bi-monthly Parish Council Meetings.** There was a discussion about whether meetings should be held monthly or bi-monthly. The Locum Clerk stated that the Local Government Act 1972, states that a minimum of four meetings are required to be held each year. The Chair shared a table which showed the pattern of meetings since the decision to hold bi-monthly meetings was made. This indicates there has been meetings held in each month, around half being extra or extraordinary meetings.

Councillors expressed their preference for whether or not meetings should be held on a monthly basis. Councillors voted as follows: Monthly: Cllrs Scott and Robey. Bi-monthly: Cllrs Sutherton, Watkins, Watson and Green. Councillors then voted on the following motion.

**Motion:** That meetings should continue on a bi-monthly basis but that this would be reviewed in six months' time. Proposed by: Cllr Green. Seconded by: Cllr Scott. All Councillors voted in favour.

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**Actions:** To review the pattern of meetings in May 2026 at either the Annual Council Meeting or at the standard May 2026 Council Meeting.

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**To make the annual review of the arrangement with MCA for the management of Misson Parish Hall.** There was a discussion about the year two review of Misson Community Association (MCA). An e-mail from the Parish Clerk, dated the 15<sup>th</sup> of November 2023, outlined the original MCA proposal. General observations were that the current arrangements are working well. There was a question about what repairs / refurbishment of the Parish Hall are now required. The Condition Report for the Parish Hall is at least a couple of years old. It was agreed to consider what works are required and ask MCA for their view too. Cllr Green proposed that a "**vote of thanks for MCA**" be recorded in the minutes. All councillors agreed.

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**Actions:** Chair to seek a meeting with Chair of MCA and discuss the current arrangements, including what maintenance works MCA believes is required at Misson Parish Hall.

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**To discuss the Levelling Up and Regeneration Act 2023 to enable MPC to support pursuit of funding for potential repair and restoration projects led by St. John's Church.**

A paper was previously circulated in September 2025 by the Reverend Becky Hancock, which set out the background around Parish Council's making funding available to Churches for property expenditure through the Levelling Up and Regeneration Act 2023. Cllr Green proposed Misson Parish Council could make a policy statement that, in principle, when invited to do so, MPC will support St John's the Baptist Church in future funding applications. While MPC would not spend any precept on Church repairs, the Council could support the Church in raising finance, especially, as the Parish Council might be able to access funding that the Church cannot. District Cllr Pashley stated that he often gets asked to submit a letter in support of funding applications by Churches, other places of worship and community groups. The Locum confirmed that he has written letters on behalf of the Parish Councils that he has worked for in similar situations. It was proposed that the policy would state that "MPC supports the pursuit of funding by the Church".

Proposed by: Cllr Watkins. Seconded by: Cllr Watson. Agreed by all.

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**To approve purchase of the Community Christmas Tree and the MPC tree for St. John's Church display.** A discussion took place about the purchase of Christmas Trees. The Chair asked for approval to use the Chair's Discretionary Fund to pay the £30 required for the St. John's Church display. All Councillors supported this. The village Christmas lights switch on will take place on the 29<sup>th</sup> of November 2025, between 4pm and 5pm.

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**Actions:** Christmas trees will be purchased.

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**To record an update regarding Parish Finances:**

**A) To receive and approve financial accounts.** Cllr. Mr Watson led discussion around the accounts. He explained the Parish Council had experienced significant issues accessing bank statements from the bank. There was discussion about the cost of Bassetlaw District Council emptying the waste bin at the

Cemetery. Cllr. Pashley said he would raise the cost at a district level to see if this can be reduced or absorbed by the District Council. Some payments to a previous Locum Clerk need to be checked. There was discussion about reconciliation, as no bank account reconciliation had been provided. Cllr Robey offered to support Cllr. Watson with the accounts while there was no Responsible Financial Officer. The Locum Clerk provided some advice and stated that the Responsible Financial Officer role could be appointed as a separate role from that of the Proper Officer and Parish Council Clerk, this might provide some stability to Parish Council.

**B) To approve invoices for payment.** The following payments were approved, covering the period from the 15<sup>th</sup> of August to the 2<sup>nd</sup> of November 2025.

Payments presented for approval : November 2025		
Date	Payment	Amount
15 <sup>th</sup> August	Bassetlaw District Council (Waste bin at Cemetery : 6 months) Ref 25/032 Cost Code C	£232.96
30 <sup>th</sup> September	Enterprise Accountancy Services : April 25 – Sept 25 Ref 25/031 Cost Code C6	£99.60
1 <sup>st</sup> October	S E Scott (July/August/September Invoice for Admin Support) Ref 25/027 Cost Code C1	£475.00
12 <sup>th</sup> October	Hugo Fox : (Website Management Fee DD) Ref 25/028 Cost Code C25	£11.99
13 <sup>th</sup> October	Ranskill Hire Ltd (Wood Chipper for Cemetery) Ref 25/029 Cost Code C9	£221.52
24 <sup>th</sup> October	B Lowndes (5 <sup>th</sup> May – 2 <sup>nd</sup> October 2025 Invoice for Admin Support) Ref 25/030 Cost Code C1	£462.50
27 <sup>th</sup> October	S. Clarke (Lawnmower repair) Ref 25/03 Cost Code C1	£64.00
2 <sup>nd</sup> November	S E Scott (October 2025 Invoice for Admin Support) Ref 25/03 Cost Code C1	£137.50
2 <sup>nd</sup> November	Matthew Guest : Lengthsmen Services Ref 25/03 Cost Code C	£293.75
2 <sup>nd</sup> November	M Hooper (October Invoice for Admin Support : Task 1) Ref 25/03 Cost Code C1	£126.00
	<b>Total</b>	<b>£2124.82</b>

The payment to Bassetlaw District Council, dated the 15<sup>th</sup> of August 2025, should be listed under Cost Code C40 and the payment to Matthew Guest, dated 2<sup>nd</sup> of November 2025 should be listed under Cost Codes C29, C30 or C31.

**Actions:** MPC will pay the above bills.

**C) To consider the draft budget for 2026-27 which has been prepared and circulated.**

The draft budget and draft precept options were circulated prior to the meeting. There was a discussion about the spreadsheets that were delivered and about missing bits of information, the discussion also included talking about various budgets, the amounts and budget headings. Cllr. Watson stated that updates were needed to the budget headings C11, C20 and C40. There was a discussion about AGAR objections costs to date; £1,689.90 plus VAT. This is an interim figure.

Cllr. Scott asked if the Local Government pay award for 2026-27 was known. The Locum Clerk stated that the 2025-26 pay award wasn't settled until July 2025, which was several months earlier than in each of the three previous years. The Chair asked that any discussion about staffing be reserved until the Part B - Confidential section of the meeting.

A request was made to provide a full budget report, along with bank reconciliation to allow for a fuller discussion and subsequent approval of the budget and precept claim at the January 2026 meeting. This was agreed.

**Actions:**

- Corrections are needed to the spreadsheets that had been circulated, corrected versions need to be distributed ahead of the January 2026 meeting.
- The Locum Clerk will circulate the current pay scales and information about the Unions claims for the 2026-27 year.

**2025-111.12 To record an update regarding Parish Administration and the schedule of agreed projects.** The Chair referred to a document previously circulated, dated 4<sup>th</sup> of November 2025, which broke down agreed Parish Administration tasks and projects. There was a discussion on each task identified, these discussions are summarised here.

**Task One:** Prepare the 2026-27 proposed budget and precept setting. As above 2025-106 this has been moved to January 2026.

**Task Two:** Better understanding of the 2023-24 AGAR situation and obtain third party advice. This is ongoing.  
**Task Three:** Cemetery Management; the re-ordering of cemetery records is ongoing. Cllr Green stated that the current budget for the Cemetery and Churchyard Memorial Inspections was £450. S Davis can carry out the statutory inspections in January 2026, at a cost of £654.00 plus VAT (the cheaper of the quotes obtained). A proposal was put to use S Davis to conduct the Cemetery and Churchyard Memorial Inspections at the cost quoted. Proposed by: Cllr Scott. Seconded by: Cllr Watson. Agreed by all.

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**Actions:** To contract S Davis to undertake the Cemetery and Churchyard Memorial Inspections.

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**Task Four:** Establish an up-to-date document set for the management of Town Estate Charity (TEC). This is ongoing. It was noted that a TEC meeting needs to be held. Line Bank Ownership is still being investigated.

**Task Five:** Tidy the archive of the PC and send old documents to the Nottinghamshire Archive. This is ongoing.

**Task Six:** Progress work with NatWest Bank and Unity Trust Bank. The ultimate goal is to move both the MPC and TEC accounts from NatWest to Unity Trust Bank.

**Task Seven:** Coaching to help Cllr Green navigate the Clerk's laptop. This is ongoing.

**Task Eight:** Re-order the MPC website, update content and archive content that is more than five years old. The archived content will still be accessible, but will be via an archive tab, rather than on the main website.

**Task Nine:** Clean up the Clerk's laptop. This is ongoing.

**2025-112.13 To record an update regarding Parish Maintenance:**

**A) To update regarding repair to Pinfold boundary.**

Work is to begin on the Pinfold boundary hedge on West Street this coming weekend, which comprises of cutting and thinning out the hedge. Planting of new Hawthorn whips will be paid for using sponsorship, so there is no cost to the Parish Council.

**B) To update regarding proposal to manage parish trees.** Following minute ref 2025-74 Councillor Scott discussed two quotes that she had received for crown lifting and thinning trees, especially where the telephone lines have tree branches growing close to them. The quotes were for £500 and £600 respectively. Cllr Scott proposed using the cheaper of the two companies, seconded by Cllr Robey. Agreed by all. It was agreed to use Gloaming Tree Surgery Limited who quoted £500 to Crown lift and thin the two trees in question, these being a Chestnut Tree on the Village Green and a Silver Birch by the Bus Stop. Cllr Watkins agreed to contact Gloaming Tree Surgery Limited and book the work.

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**Actions:** Gloaming Tree Surgery Limited to be engaged to carry out the work as quoted for.

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**C) To update regarding development of a draft Parish Maintenance / Improvement Plan for the year 2025-26.** An e-mail from Cllr Watkins dated 5<sup>th</sup> of June 2023 and a separate Parish Maintenance Plan were circulated. Cllr Robey expressed dissatisfaction at information not being circulated with the agenda, which makes it difficult to digest and have an informed discussion. The e-mail and Parish Maintenance plan breakdown various tasks into the following areas: the Village Green, Pinfold, the Cemetery and the Churchyard. Additionally, there is a list of duties that the Lengthsmen are responsible for. At 8:27pm Cllr Robey left the meeting. The Chair stated that as Cllr Robey had left the meeting, this section should be deferred until the next meeting. All agreed.

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**Actions:** To add "update regarding development of a draft Parish Maintenance / Improvement Plan for the year 2026-27" to the agenda for January 2026.

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**2025-113.14 Planning:**

**A) To note planning decisions /outcomes.** The following planning decision has been communicated by Bassetlaw District Council: **25/01001/CAT:** Millfield House, The Green, Misson. Application to fell one pine tree. Decision not to make a Tree Preservation Order.

**B) To consider any new planning applications.** The following planning applications were discussed:  
**25/01011/FUL:** Land East of Bank End Farm, Bank End Road, Misson. Application to demolish an agricultural building and erect a self-build dwelling. A decision is due on this planning application any day now.

**25/01109/HSE:** The Bracken, Bracken Hill Lane, Misson. Application to erect a first-floor extension with rear balcony and to erect a ground floor entrance porch. Councillors had no objections to this planning application.

**C) To consider any planning applications received after the agenda was posted.** There were no additional planning applications to discuss.

**2025-114.15 To note correspondence received.**

The Chair advised that she had received the following correspondence from:

1. PKF Littlejohn LLP, who have confirmed that the 2024-25 AGAR was within proper practices.
2. PKF Littlejohn LLP, regarding the 2023-24 AGAR objections.
3. Bassetlaw District Council, regarding the community Infrastructure Levy of £7-8k.
4. Bassetlaw District Council Planning Enforcement Team have been in touch requesting information about River Lane and the Fishing Jetty at the River Idle.
5. Ed Knox, a previous Locum Clerk had been in touch to say he had been sent a National Grid Way Leave payment and that he would forward this to the PC. The Chair confirmed that it hadn't arrived yet.

6. E-mail from Cllr Peter Roberts, Chair of Walkeringham Parish Council who has documents to return to MPC and may have information about Line Bank ownership.
7. Operation Menai Bridge, protocols for the passing of His Majesty King Charles III.

#### **Actions:**

- Add the Community Infrastructure Levy to the January or March 2026 meeting agenda; further discussion needed around how to spend this; Parish Archive, standpipe at the Pinfold, retro-fit air conditioning for the Parish Hall.
- Chair to circulate plan for Operation Menai Bridge for adoption at the meeting in January.

**2025-115. 16** **To report any meetings attended.** The following Councillors attended the following meetings:

Cllr Green: NEBF meeting.

Cllr Watson: NEBF meeting.

Cllr Scott: MCA meeting. Cllr Scott advised that MCA had received a grant of £250 for the planting of bulbs and will plant those around the parish. The Chair thanked Cllr Scott.

Cllr Watkins: River Idle Management Partnership meeting.

Cllrs Green and Watson had a meeting with Nottinghamshire Association of Local Councils.

**2025-116. 17** **To agree the date of the next MPC and TEC meeting.** The next meetings were agreed to take place as detailed ; **Misson Parish Council:** Wednesday the 7<sup>th</sup> January 2026, starting at 6:45pm, and to be held at Misson Parish Hall, Vicar Lane, Misson, DN10 6EG. **Town Estate Charity:** No date was set.

8:45pm Councillor Robey e-mailed the Chair to give his apologies for the leaving the meeting early. This was immediately conveyed to those present in the Parish Hall.

**Members of the public were excluded from this part of the meeting due to the confidential nature of the business to be transacted and in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972.** 8:55pm The six members of the public left the meeting.

## **PART B - CONFIDENTIAL**

8:55pm Part B – Confidential meeting started. Cllr Robey's apologies were shared with the remaining Councillors. His apologies were accepted and approved in accordance with section 85(3) of the Local Government Act 1972. District Cllr Pashley stayed as he is the third-party mediator for the AGAR complaint.

**2025-117. 18** **To discuss confidential items:**

**A) Ongoing 2023-24 objections.** As per minute reference 2025-111 Councillors Green and Watson have had a meeting with Kaffy Rice-Oxley, the CEO of Nottinghamshire Association of Local Councils to discuss the AGAR objections. Discussions took place around some of the issues raised. The PC have to submit their response to PKF Littlejohn LLP as does the complainant. On the subject of the Lengthsman, Notts ALC have advised using a third-party HR Service. The external HR service can provide an SLA / Contract for the Lengthsman. The SLA cost is £250 plus VAT.

**Resolution:** That the SLA be sought at a cost of £250. Proposed by: Cllr Watson. Seconded by: Cllr Scott. Agreed by All.

A concern was raised that a Lengthsman increased their prices without the PC formally approving this in advance, however, as it has been paid more than once at the new rate the Locum Clerk confirmed this had been accepted and formed the basis of a contract between the PC and the Lengthsman. One of the issues of AGAR objection is that there hasn't been a competitive tendering process for the Lengthsman. The Locum Clerk suggested offering the current Lengthsman contracts until the end of the 2028-29 financial year as that would be the end of the first full year of the new Unitary Councils and MPC would be in a position to know what funding / devolved services the PC would be getting under the new authority. However, it was felt that 2028-29 was too long. Cllr Pashley summed up the discussion to date and brokered a compromise, to the end of this Parish Council term – a new contract will be offered to the Lengthsman, with an annual 3.5% uplift baked in, from beginning of January 2026 to the end of April 2028. At which point a competitive process might be undertaken to ensure MPC is getting the best value for money.

**Resolution:** To work in principle to extend the contracts of the Lengthsman, from January 2026 to the end of the current Parish Council term, at which point a competitive tendering process could be undertaken. Proposed by: Cllr Watkins. Seconded by: Cllr Scott. Agreed by All.

#### **Actions:**

- To work with the third-party HR provider and devise an SLA for Lengthsman Services.
- Extend the contracts of the Lengthsman until the end of the Parish Council term.

**B) Parish Clerk Vacancy.** Deferred to a later date, due to the time and the length of this meeting.

10:05pm Meeting closed.