

HEADON-CUM-UPTON, GROVE & STOKEHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 19th January 2026

at Headon Village Hall, Church Street, Headon, Retford, DN22 0RD at 7pm

Present: Cllrs S Whelan (Chair), D Landon, J Landon, R Goulden, C Scothern and N Greenhalgh,

Apologies: Cllr D Spencer, E Briggs J Mosely and C Smith

Members of the public in attendance: none

Clerk: Clare Brettell

Public Session

Commencement of meeting 7pm

26/127 To receive – declarations of interest both pecuniary and non-pecuniary and applications for dispensation on items listed on the agenda

Under Section 106 of the Local Government Finance Act 1992, if any local Parish Councillor is more than 2 months in arrears with their Council tax they must declare an interest and refrain from voting.

None

26/128 To receive – apologies for absence given to the Clerk

Apologies were received and noted from Cllr D Spencer

26/129 To receive and approve – Minutes of the meeting held on the 3rd November 2025 (Appendix 1) and the Minutes of the Extra ordinary Meeting held on the 1st December 2025 (Appendix 2)

The minutes of the Parish Council Meeting held on the 3rd November 2025 and the 1st December 2025 were accepted as a true and accurate record and signed by the Chair.

26/130 To note – updates on matters arising from the minutes if not already on the Agenda (no decision can be made)

None

26/131 To receive - update from the District Councillor (5 minutes)

The District Councillor (Cllr Richardson) was not in attendance.

26/132 To receive - update from the County Councillor (5 minutes)

The County Councillor (Cllr Limber) was not in attendance and had sent his apologies, he had sent in a report, and offered to meet with Councillors in March to look at issues within the villages, if Councillors were so minded.

26/133 To discuss – Police Report and any issues to report

No reports had been received, and no issues were raised.

26/134 To receive – reports from Defib4Life regarding the Defibrillator maintenance and any other relevant updates regarding the Defibrillators

No further reports had been received from Defib4Life – the Clerk to chase this.

26/135 To receive - update on the work of the Lengthsman, and to continue with the scheme for 2026/27

It was **resolved** to continue with the Lengthsman scheme for 2026/27.

The Clerk informed Councillors that she had completed the diary sheets and submitted the invoice to VIA for the current financial year.

The Lengthsman had continued to carry out work in the villages as needed and to an excellent standard.

26/136 Planning Applications

To receive and where appropriate comment on the following planning applications (including any that have been received since the agenda was issued):

None received

26/137 To Discuss/Update on Highway Issues or footpath matters in the Village, including items reported directly by Councillors

The Safety railings on Stokeham Road at Headon that had fallen into the dyke was raised again and Councillors asked if Cllr Limber could maybe look at this if he visits.

The Clerk to ask.

Clerk

26/138 To receive an update on the acquisition of land (opposite the church) at Headon for additional parking for Village Hall users

No response had been received despite the Clerk chasing the matter with Bassetlaw District Council and the District Councillor S Richardson.

26/139 To update – The Emergency Response Plan

Cllr J Landon provided a copy of the questionnaire that was circulated 20 years ago to residents to see what skill sets were available in the villages.

An 'Emergency Response Plan' working party was agreed consisting of Cllrs E Briggs, N Greenhalgh, S Whelan, J Landon and C Smith. A meeting to be arranged for this.

Parish Councillors

26/140 To discuss and agree – renovation of 2No. finger post within the Parish

The Clerk updated members that she has sent in the paperwork to VIA for consideration, and had contacted Mr Chapman to arrange the details.

No further update at this stage.

26/141 To agree– a display cabinet in the village Hall to present the Historical minute books

Cllrs Mosely not in attendance but Cllr J Landon reported that they were still looking into options and costs and would bring this back to the next meeting.

Cllr J Landon/Mosely

26/142 To update – Assertion 10 legislation and upgrade to a .gov website

The Clerk updated Councillors that she had carried out an audit of what was required.

It was **resolved** to proceed with the .gov website.

26/143 Financial Matters

143.1 To receive and accept – Accounts for Qtr. 3 up to the 31st December 2025
(Appendix 3)

It was **resolved** to accept the Accounts for Qtr. 3

143.2 To receive and accept – Bank Reconciliation up to 31st December 2025
(Appendix 4)

It was **resolved** to accept the Bank reconciliation up to 31st December and the Chair checked this against the bank statements

143.3 To receive and approve the schedule of payments for November and December
(retrospectively) (Appendix 5)

The payments of £1336.48 for November and December were authorised retrospectively.

26/144 To agree – Precept for the Financial year 2026/27 including:

144.1 To note – Salary increases for 2026/27 in line with NJC Payscales
Noted

144.2 To consider future projects/expenses for the year 2026/27 and agree the proposed budget (Appendix 6)

All Councillors considered the proposed budget, and **resolved** to use £1000 from reserves to support next years budget requirements

144.3 To agree – The precept request from Bassetlaw District Council for the year 2026/27

In accordance with section 41 of the Localism Act 2011, Headon cum Upton, Grove & Stokeham Parish Council **resolved** to request £10862 for the financial year 2026/27 from Bassetlaw District Council.

Cost equivalent to £ 65.45 per Band D taxpayer

26/145 To discuss – Correspondence received (all emailed to Parish Councillors)

The Clerk asked Councillors to note the 'Bassetlaw Spring Clean' 23rd March – 5th April
(emailed out to Councillors 17th January)

26/146 To recap – items discussed in the meeting for inclusion in the Newsletter

- The Parish Council have set the precept for 26/27 and by using reserves could ensure it remains at a similar cost to last year
- long service awards and photos when applicable

26/147 To notify the Clerk of matters for inclusion on the agenda for the next meeting and to agree the date.

- Discuss and update The Emergency Response Plan
- Formal access to the Lady Well

Date of next meeting – Monday 2nd March 2026, 7pm

Cllr Whelan informed members that he would be stepping down as Chair. Councillors thanked him for his work and commitment.

The meeting closed at 7.40 pm.

Signed by: _____

Date: _____