HEADON-CUM-UPTON, GROVE & STOKEHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 5th October 2026

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

Present: C Smith (Vice Chair), D Landon, R Goulden, C Scothern, N Thornton
E Briggs and D Spencer

Apologies: Cllr Greenhalgh, J Mosely and J Landon,
Members of the public in attendance: None
Clerk: Clare Brettell

In the absence of Cllr Greenhalgh, Cllr Smith chaired the meeting

Public Session

Commencement of meeting 7pm

26/82 To receive – declarations of interest both pecuniary and non-pecuniary and applications for dispensation on items listed on the agenda
None

26/83 To receive – apologies for absence given to the Clerk
Apologies were received and noted from Cllr Greenhalgh, J Mosely and J Landon

26/84 To receive and approve – The Minutes of the Parish Council meeting held on the 7th September 2026 (Appendix 1)
Cllr Landon asked for a small amendment to be made to the minutes at 26/67.
It was then **resolved** that the minutes of the Parish Council meeting held on the 7th September 2026 were accepted as a true and accurate record and signed by the Vice Chair.

26/85 To note – updates on matters arising from the minutes if not already on the Agenda (no decision can be made)
None

26/86 To receive - update from the County Councillor (5 minutes)
The County Councillor (Cllr Limber) was not in attendance, and no report had been received.

26/87 To receive - update from the District Councillor (5 minutes)
The District Councillor (Cllr Richardson) was not in attendance, and no report had been received.

26/88 To discuss – Police Update and any issues to report
None received and nothing to report.

26/89 To receive – reports from Defib4Life regarding Defibrillator maintenance and any other relevant updates regarding the Defibrillators

The Clerk to chase up any recent reports. All visual checks by Parish Councillors satisfactory.

26/90 To receive - update on the work of the Lengthsman and to update from the briefing session on the 9th September

All work in the villages satisfactory, and photos circulated to Parish Councillors of the work carried out.

The Clerk had attended the Lengthsman scheme briefing on the 9th September.

It had been noted that no work should be completed outside the 30mph speed limit due to Health and Safety of those individuals carrying out the work.

Cllr Spencer to confirm this with the Lengthsman.

26/91 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.

26/92 To Discuss/Update on Highway Issues or footpath matters in the Village, including Items reported directly to Councillors

Councillors discussed that any issues had been raised previously with Cllr Limber (Nottinghamshire County Council). Councillors would continue to report any issues online prior to the next meeting.

26/93 To receive – update on the acquisition of land (opposite the church) at Headon for additional parking for Village Hall Users

The Clerk confirmed that following several chase up emails and interaction from Cllr Richardson (Bassetlaw District Council) there had still been no response to the email sent to David Armiger (Bassetlaw District Council) on the 17th May.

The Clerk to liaise with Cllr Landon to put together a letter/email to the Leader of Bassetlaw District Council, chasing a response.

26/94 To agree – suggestion of Street names for Land at Grove Road, Retford (circulated via email 22nd September)

It was agreed for the Clerk to request more information regarding this from 'Keepmoat' who has sent in the request.

26/95 To update – Renovation of fingerposts

The Clerk updated that one of the fingerposts had been completed and the other would be started next spring. The Clerk to make contact to confirm this and any costs incurred.

26/96 To discuss and update – Village Glass recycling (Recycling Ollerton Boughton)

The Clerk had been in touch with ROB. They were currently collecting once a month. Now that Bassetlaw District Council had rolled out glass recycling bins, the Clerk had agreed with them that during the October collection they would evaluate the amount of glass and would uplift the bins as necessary. The Clerk would confirm this with

Councillors at the next meeting.

26/97 To discuss Bassetlaw Local plan Consultation (circulated via email 7th and 22nd September)

This was noted – All Parish Councillors had had sight of this.

26/98 To agree – a HR and Employment Group/Committee

It was **resolved** to form a HR/Employment group to be available to deal with matters relating to the Clerk. All items discussed would be brought back to Full Council for any decisions to be made. The group would consist of Cllr Greenhalgh, Cllr Smith and Cllr D Landon

26/99 Financial Matters

99.1 To receive and accept – Accounts for Qtr.2 up to 30th September 2026 (to follow)
It was **resolved** to accept the Accounts for Qtr.2 up to 30th September 2026

99.2 To receive and accept – Bank Reconciliation up to 30th September 2026 (to follow)
It was **resolved** to accept the Bank Reconciliation up to 30th September 2026

99.3 To receive and approve the schedule of payments for September 2026 (Appendix 2)
It was **resolved** to approve the schedule of payments for September (retrospectively). A payment of £1152.00 for Defib4Life had been made (Annual agreement) since the schedule had been circulated. This made the total payments £1835.24

26/100 To discuss – Correspondence received (all emailed to Parish Councillors)

Including update from Parish Forum Meeting 15th Sept (sent out 28th September 26)

Councillors discussed the FOI request addressed by the Clerk and the request for an 'Internal Review of the response' also circulated.
It was agreed to respond stating:
The Parish Council have reviewed the response and are satisfied with the Clerks initial reply to the requester and are of the opinion that no other response is required.

All other correspondence had been emailed out to Councillors and was noted.

26/101 To recap – items discussed in the meeting for inclusion in the Newsletter

- Road works on the Grove
- The situation with the Glass recycling bins rolled out by HUGS Parish Council
- The Lengthsman will not be working in any areas that are over the 30 mph speed limit due to H&S
- Update on the Fingerposts

26/102 To notify the Clerk of matters for inclusion on the agenda for the next meeting and to agree the date.

The next Parish Council to be held on the 2nd November at 7pm

Items for the agenda – Vexatious and Habitual Complaints Policy

26/103 ***Exclusion of Public (Confidential Items) In accordance with Public Bodies (admission to meetings) Act 1960 section 1(2) the Council exclude the public and press from the meeting by reason of the confidential nature of the business to be transacted.***

To discuss and agree – Working hours of the Clerk, and NJC pay increase from April 2026 (circulated 25th August)

It was **resolved** to pay the Clerk an additional 10 hours for work over her contracted hours.
The NJC pay increase was noted as per the January meeting, and any relevant back pay to be paid from 1st April 2026.

The meeting closed at 8:02pm.

Signed by:_____

Date:_____