

MINUTES OF THE MEETING OF EAST LEAKE PARISH COUNCIL HELD AT THE EAST LEAKE PARISH COUNCIL OFFICES ON TUESDAY 27TH OCTOBER 2026 AT 7.30PM

Present: Cllrs: Eleanor Robinson (Chair), Chris Garbett, Sandra Johnson, Mike Sharpe, Susan Davis, Donna Griggs, Trevor Lawton, Jason Billin, Chris Jennison, and Liz Taylor.

Also present: Sue Lewis (Clerk), Ally Moore (Deputy Clerk), Cllr Carys Thomas (RBC), and Cllr Stuart Matthews (NCC)

26/079 Apologies for Absence

Cllrs David Davis, Mel Roper, Kevin Shaw, Wendy Thompson & Cllr Lesley Way (RBC) – reasons given and accepted.

26/080 Chair's Announcements

The Chair advised that the Parish Council Office would be closed on Monday 16th November 2026 for staff training.

Following a WhatsApp poll to establish members' availability, it was confirmed that the Parish Council Christmas dinner would take place on Monday 14th December 2026. The Deputy Clerk will circulate details of the venue and menu options in due course.

26/081 Declaration of Interest in Items on the Agenda

None

26/082 To Receive Reports from Outside Bodies including County and Borough Councils

Cllr Stuart Matthews (NCC) reported that the County Council had commenced its budget setting process.

He also provided an update on highways matters, highlighting the significant amount of work undertaken across the county and the number of highways improvement schemes completed to date.

Cllr Carys Thomas (RBC) reported that there had been no further progress regarding Local Government Reorganisation. She advised that, together with Cllrs Jason Billin and Lesley Way, she had written to the Prime Minister, with the letter supported by 23 Rushcliffe Borough Councillors. The letter questioned the reasons for the pause in the process and requested that consideration be given to a wider range of options, including potential changes to local authority boundaries. Cllr Thomas also understood that County Councillors had initiated a judicial review.

Cllr Thomas had attended a meeting of the Fairham Growth Board, where it was reported that Nottingham Road was expected to reopen around March, with traffic calming measures to be introduced.

She also confirmed that work would continue on estate management charges, including engagement with affected residents.

Cllr Jason Billin reported that he continued to work with the Severn Trent Drainage Board. There were no significant matters to report affecting the East Leake area, and the Board was currently satisfied with the flow of water through the local brooks.

26/083

To Approve as a True Record Minutes of the following meetings:

- **Parish Council Meeting – 22nd September 2026 (pages 51-54)**

Any matters arising for information only: None

**Proposed: Cllr Eleanor Robinson
Agreed Unanimously**

Seconded: Cllr Jason Billin

- **Planning Committee - 13th October 2026 (pages 55-56)**

**Proposed: Cllr Chris Garbett
Agreed Unanimously**

Seconded: Cllr Liz Taylor

- **Personnel & Finance - 13th October 2026 (pages 57-58)**

**Proposed: Cllr Donna Griggs
Agreed Unanimously**

Seconded: Cllr Chris Garbett

- **26/P&F/029 – To approve the updated review of Grant Application Form and how we award grants**

RESOLUTION: Subject to the amendment (“it was requested that the CIL section include a reference to the Council’s separate CIL policy”), it was resolved to approve the policy and application form.

**Proposed: Cllr Donna Griggs
Agreed Unanimously**

Seconded: Cllr Mike Sharpe

- **26/P&F/030 – To Approve the following policies**

RESOLUTION: That the following policies – Emergency/Dependants Leave Policy, Sickness Absence Policy, Paternity Leave & Pay Policy, Carer’s Leave Policy, Compassionate Leave Policy be adopted.

**Proposed: Cllr Donna Griggs
Agreed Unanimously**

Seconded: Cllr Chris Garbett

- **26/P&F/031 – To agree the cost of First Aid at Work Requalification for the Deputy Clerk**

RESOLUTION: That the Deputy Clerk attend a First Aid Response First Aid Requalification course at the cost of £230+VAT.

**Proposed: Cllr Donna Griggs
Agreed Unanimously**

Seconded: Cllr Jason Billin

- **Amenities Committee - 20th October 2026 (pages 59-61)**

**Proposed: Cllr Mike Sharpe
Agreed Unanimously**

Seconded: Cllr Susan Davis

- **26/AME/047 - To Consider the three quotes for tree works**

RESOLUTION: That quotation 2 be accepted in the sum of £1270.00. The contractor is Bartletts who have done tree work for us in the past.

Proposed: Cllr Mike Sharpe
Agreed Unanimously

Seconded: Cllr Jason Billin

- **26/AME/048 - To Discuss and Consider email from resident regarding tree on the Glebe**

RESOLUTION: It was agreed to follow the advice of Tom Pettit and permit the resident to have the tree removed at his own expense. The Parish Council would obtain a quotation and appoint a suitably qualified tree surgeon, with the full cost of the works to be met by the resident. The resident will also be advised to contact Tom Pettit again as he will need to fill in a form to have the tree taken down as it is in a Conservation Area.

Proposed: Cllr Mike Sharpe
Agreed Unanimously

Seconded: Cllr Donna Griggs

- **26/AME/049 - To Consider Quotation for Hanging Baskets for 2027**

RESOLUTION: That the quotation in the sum of £6963.25 exc. VAT be accepted for the hanging baskets for 2027.

Proposed: Cllr Mike Sharpe
Agreed Unanimously

Seconded: Cllr Donna Griggs

- **26/AME/050 - To Agree Proposed Changes to Management of St Mary's Churchyard**

RESOLUTION: That the Parish Council supports the Churchyard Volunteers in the proposed changes to the management of the St Mary's Churchyard.

Proposed: Cllr Mike Sharpe
Agreed Unanimously

Seconded: Cllr Donna Griggs

26/084 To Discuss Arrangement for Remembrance Sunday & Xmas Lights Switch-on

The Remembrance Sunday Service will follow the same format as previous years, with signage being put out on Sunday morning. Volunteers will meet at the Parish Office at 10.00am before taking up their designated positions.

Volunteer responsibilities were confirmed as follows:

- Coordinator and First Aider: Ally Moore
- Manor Farm Meadow: Chris Garbett
- Gotham Road: Trevor Lawton and Susan Davis
- Station Road: Cllr Liz Taylor and Mel Roper

The Christmas Lights Switch-on will take place on Saturday 28th November.

Chris Garbett, Mike Sharpe, Donna Griggs, Eleanor Robinson, Trevor Lawton, Sue Lewis and Steve Storrer will be setting up and Liz Taylor will be marshalling.

26/085 To Receive and Discuss report on the future of Newsletter and agree any actions

The Deputy Clerk referred Members to the cost comparison report circulated prior to the meeting, which outlined three options for the future production and distribution of the Parish Council newsletter.

Members were advised that the current arrangement, whereby 3,800 copies are printed in-house and subsequently distributed by East Leake Local News, is both time-consuming and disruptive to routine office duties due to the need for frequent intervention during the printing process.

The report compared the costs and practical implications of continuing with the existing arrangement, outsourcing the printing and distribution, or incorporating the Parish Council's four-page newsletter into East Leake Local News.

It was highlighted that incorporating the newsletter into East Leake Local News offered potential financial savings, alongside a significant reduction in staff time.

RESOLUTION: That the Parish Council proceed with Option 1, incorporating its four-page newsletter into East Leake Local News, with future editions to be supplied electronically for inclusion within the publication.

Proposed: Cllr Eleanor Robinson **Seconded:** Cllr Susan Davis
Agreed Unanimously

26/086 To Receive Updates on:

Health Centre

There was no update.

ST - Update on Pumping Station

The Clerk reported that Severn Trent works are expected to continue until approximately January 2027. Work is currently underway on the pipelines near the tunnel, whilst progress on the pumping station remains slow.

The Clerk confirmed that she had provided Severn Trent with a copy of the car park deeds following a query regarding land ownership, but no further correspondence had been received.

The access road to the Health Centre car park is expected to close within the next two weeks to allow for tree removal. Advance notification of the closure will be provided. The Clerk had requested that the works avoid the weekend of the Christmas lights switch-on event.

Baptist Church

Cllr Chris Garbett reported that a scheduled site meeting with the Heritage Fund had been cancelled at very short notice due to illness. The Heritage Fund had subsequently proposed a meeting via Microsoft Teams, which appeared to be the only viable option at present. Cllr Garbett would contact them to make the necessary arrangements. It was also reported that feedback received during the Neighbourhood Plan consultation had been overwhelmingly supportive of the proposed purchase and its intended use for community purposes.

East Leake Festival

Clerk reported that Chris at RoxS has agreed to provide monthly progress reports to the Parish Council. In his latest correspondence, he confirmed that:

- Free pitches will be offered to local charities and community organisations, following concerns about the proposed pitch fees.
- The number of free pitches has yet to be determined.
- A preliminary site plan is expected to be available for the November Council meeting.
- Accurate site measurements are currently proving difficult due to ongoing Severn Trent works.

Current position is that planning is progressing, with further details regarding the site layout and allocation of community pitches expected in November.

Proposed Gotham Road Car Park Extension

Members were advised that planning permission would now be required for the proposed extension to the Gotham Road car park. Cllr Chris Jennison reported that he had identified a potential engineering consultant to prepare the necessary drawings.

The matter would be referred to the Personnel and Finance Committee for further consideration and a recommendation to Full Council.

26/087 To Receive Verbal Reports from Sub-committees, Working Parties, Coordinators and Portfolio holders

Cllr Mike Sharpe reported that the work on the drains at the back of the Village Hall has now been completed.

Cllr Chris Jennison reported that he had carried out a site inspection of the dirt track earlier that afternoon. He confirmed that the contractor had completed the works as instructed, including the creation of mounds. However, he noted that the ground was very wet and muddy and suggested that additional surfacing, such as stone, may be required to improve its condition.

26/088 To Approve Bill Payments, Bank Transfers, Direct Debits, and Salaries for October 2026

The previously circulated list was approved.

Additional items since list was circulated:

DD	£109.00	Rushcliffe Borough Council (Costock Road Car Park rates)
BACS	£690.00	Greyhound Leisure Ltd (removal of sleepers on the play area)
BACS	£17.99	Amazon (A4 paper)
BACS	£9.49	Cable ties
BACS	£11,112	Meadow Park paths
BACS	£548.66	PHS (sanitary facilities)

Proposed: Cllr Eleanor Robinson **Seconded:** Cllr Mike Sharpe
Agreed unanimously

26/089 To Report Correspondence Received – for information only

1. We have received the temporary road restriction for the East Leake Christmas Lights Switch-on from Via East Midlands.
2. Rushcliffe South Villages Community Safety Group (RSVCSG) – minutes received from last meeting and agenda for next meeting received.

Meeting closed at 20.38