

**Minutes of Ordinary Misson Parish Council Meeting  
held at 6.45pm on Wednesday 2<sup>nd</sup> July 2025  
at Misson Parish Hall, Vicar Lane, Misson.**

Thirteen members of the public attended.

**Parish Councillors Present:** Cllr Mandy Green (Chair), Cllr Mark Watson (Vice-Chair), Cllr Julie Watkins, Cllr Sue Scott, Cllr Spencer Robey, Cllr Keith Andrews and Cllr Jamie Sutherton. County Councillor Mike Robertson also attended until 7.15pm.

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

Prior to the commencement of MPC business, a member of the public said they wished to pass a petition to Misson Parish Council. This was received by the Chair, the heading of which was “to request Misson Parish Council cease the extermination of any wildlife/moles on any Parish Council managed land”. The member of the public asked when MPC would respond to the petition and the Chair replied that the council would first need to view it and then discuss it. The same member of the public asked how often mole traps were checked once they were laid. The Chair confirmed she would find out.

There were no other questions and so the formal MPC meeting commenced at 6.54pm

- 2025-60.1 To receive and approve any apologies for absence :** District Cllr. Steve Pashley sent apologies for his absence at the meeting, which were received and approved.
- 2025-61.2 To record declarations of pecuniary or non-pecuniary interest in any item to be discussed:** None to declare.
- 2025-62.3 To approve the minutes of the previous ordinary meeting held 4<sup>th</sup> June 2025 as a true record :** The Minutes were approved for signing.
- 2025-63.4 To note any matters arising from the minutes of the meeting of 4<sup>th</sup> June 2025 not on the agenda:** The Chair confirmed there was no problem in Cllr Scott receiving copies of MPC insurance documents once she had guidance on how this administrative task should be undertaken.
- 2025-64.5 To approve the minutes of the extraordinary meeting held 25<sup>th</sup> June 2025 as a true record :** The Minutes were approved for signing.
- 2025-65.6 To note any matters arising from the minutes of the meeting of 25<sup>th</sup> June 2025 not on this agenda:** There is still an outstanding question to be asked of the Internal Auditor as to what TEC documents he has seen.
- 2025-66.7 To receive reports from the County Councillor and the District Councillor :** The Chair welcomed the C.Cllr Mike Robertson to his first meeting at Misson where he shared information about himself and agreed to provide a digital copy of his report to the Clerk’s email. The District Councillor had not sent a report to be shared.
- 2025-67.8 To address Parish Financial administration and record keeping including:**
- a. To receive and approve financial accounts:** Unanimously approved.
  - b. To approve invoices for payment:** Following discussion, payments were approved unanimously with the caveat that the Vice-Chair would ensure the payment to BDC was necessary. Cllr.Robey then asked who had access to the passwords to enable on-line payment and was told by the Vice-

Payments presented for approval : July 2025		
Date	Payment	Amount
3 <sup>rd</sup> July	Graham Newbould : Auditor (for audit of 2024/5). Ref 25/017, cost code C27	£48.00
3 <sup>rd</sup> July	Bassetlaw District Council : (for Cemetery Waste Bin administration fee) Ref 25/018, cost code C8	£50.00
19 <sup>th</sup> July	Hugo Fox : (Website Management Fee) Ref 25/019. Cost code C25	£11.99
	<b>Total</b>	<b>£109.99</b>

Chair that only the two previous clerks currently helping with parish administrative support and appointed by MPC had the passwords. Cllr. Robey pressed the point and asked; “Are you sure?”. The Vice-Chair responded that, as far as he and the Chair were aware, no-one else did, including himself and the Chair. A discussion ensued as to who was making the payments online. The Vice-Chair and Chair confirmed that all MPC payments were authorised in a meeting of the full council. The administrative support then made the online payments undertaking that part of the Parish Clerk’s role as unanimously agreed at the meeting of 7<sup>th</sup> May. Cllr. Robey asserted that the Chair and Vice-Chair were “giving passwords away” and compromising the finances of the Parish. The Vice-Chair said this was untrue, and the Chair asked if there was an issue of trust in the two support

administrators? Cllr. Scott said that Financial Regulations required that only signatories to the account could make payments, including on-line payments, and the finger that pressed the key must be a signatory. After some confusing discussion, Cllr. Watkins said that, until MPC has a Clerk, and to stop accusations being made by Cllrs Robey and Scott, she would press the button to make the necessary on-line payments (rather than the two agreed and appointed Administrative Supporters) if that solved the problem and removed the continued inference of malpractice. Cllr Robey stated; "Could I have it minuted please that I am not happy at passwords for bank accounts being passed out to people who are not councillors, not clerks". Some members of the public applauded and were sanctioned by the Chair to respectfully remember to stay silent or leave. The Vice-Chair concluded he had carried out the internal checks according to his role and confirmed that for Q4 every invoice and every payment tallied. Discussion revealed that Cllrs Watkins, Green, Sutherton, Andrews, and Watson had been content with the appointed administrative support carrying out online payments as part of their paid duties. Nevertheless, it was settled that, in order to placate Cllrs Robey and Scott, until a Clerk was appointed, Cllr. Watkins will give oversight to online payments and literally "press the button". The Chair closed debate on this matter and said that an early order of business for the September meeting must be discussion about the appointment of a Locum Clerk in order that Parish business does not become paralysed.

- c. **To confirm Risk Assessments for use of chain saw, strimmer, ride-on mower:** It was unanimously agreed to confirm the risk assessments as tabled, notwithstanding the generally held desire to improve them when capacity and appointment of a Parish Clerk permits.
- d. **To agree cost of re-evaluation of Parish Hall:** It would cost £300 to have a new valuation of the Parish Hall which is only required for insurance purposes. The professional valuer has pointed out that the Parish Hall is arguably 'priceless' or worth the value it would cost to rebuild. The last valuation was carried out as recently as 2018. It was unanimously agreed that this was not something that MPC needed to spend scarce funds on at this time. Chair agreed to thank Ross Jarvie, and ask him to stand down.
- e. **To confirm completion and submission of Annual Governance and Accountability Return 2024/25, and date of Exercise of Public Rights period:** It was confirmed that the AGAR Return 2024/25 has been sent to PKF Littlejohn. The Public Rights Period is advertised as being from 30<sup>th</sup> June – 8<sup>th</sup> August inclusive. Chair also said that MPC had completed AGAR Form 3 (as it does not have a Clerk/RFO) and this will incur a fee of £210 plus VAT. It was unanimously agreed this bill would be paid from budget heading "Professional Fees" and a virement would be made from the contingency fund to cover it, without recourse back to a future meeting.

#### 2025-68.9 Planning :

- a. **To note planning decisions/outcomes :** None.
- b. **To consider any new planning applications :** Resubmission Middlewood Ley ~ awaiting a decision. Majority agreed no further comment required from MPC.
- c. **To consider any planning applications received after the agenda was posted :** None.

**2025-69.10 To consider security of Misson Parish Council records and the Parish Archive.** The Vice-Chair explained there had been a breach of security in the Parish Archive wherein the locked cabinets within the locked room had been entered. The two ladies working currently as Administrative Support to the MPC (both recent previous Parish Clerks) had discovered a number of files that had been missing for some years, had mysteriously returned. Additionally, new documents had been found that had not been seen before. There had not been time to yet discover what, if anything, was missing. The Chair offered that some of this could be viewed as good news in that some files which had been missing for years, and searched for, had reappeared. Notwithstanding this, after taking advice from Bassetlaw District Council the Chair and Vice-Chair, as their primary responsibility, changed the lock on the external door to immediately secure the Parish files. There has always been a key to the external door available in the Misson Community Association (MCA) key safe, as the storeroom houses the distribution board for the Parish Hall. Keys to the internal cabinets had been thought to only be held on the set of keys held by the Chair and the set held by the Parish Clerk. The breach of security suggests that someone else has keys and was able to gain unauthorised access. Parish Councillors were asked and said they did not have any keys to the internal cabinets. Cllr. Robey said that there had previously been a shared filing cabinet (MPC and MCA) and it was possible, a key to this cabinet was held somewhere. The Vice-Chair suggested he and the MCA Chair check after the meeting if this was still in MCA key cabinet or on the MCA Chair key ring. Securing the room with a new lock mitigates any immediate worry about who may or may not have keys to the internal cabinets. However, changing the lock to the external door and limiting access to the room means that, temporarily, if a fuse is blown, hall users will need to

contact Chair or Vice-Chair to quickly open the door. It was unanimously agreed that, until the distribution board could be moved to the outside of the storeroom, the Chair and Vice-Chair would ensure an access key would always be available in the village at short notice, whenever an event was taking place. The Chair said colleague councillors would be updated about this matter, when further advice was received and the situation was better understood.

**2025-70.11 To consider commissioning an updated building survey of Parish Hall.** After discussion, it was unanimously agreed this was not a priority spending need at this time. A Building Condition Survey was commissioned by Mark Hooper when he was Parish Clerk and provided on 3<sup>rd</sup> February 2020. It was agreed this can be used as the baseline for any maintenance work needed on the building.

**2025-71.12 To approve the proposed Biodiversity Policy.** It was unanimously agreed to adopt the draft policy that had been developed noting that it does not conflict with the Biodiversity Policy of BDC. The policy captures the progress made within Misson community in terms of promoting biodiversity across the community for very many years, and actions led by MPC long before the requirement to publish a formal document. The Chair drew attention to a section in the newly published MPC Biodiversity Policy that reads; "MPC will support residents, community groups, and local organisation activities to enhance and promote biodiversity" and remarked that she was much more minded to do this when not subjected to abuse on social media. Other individual councillors concurred.

**2025-72.13 To discuss whether or not councillors may wish to consider developing a Parish Maintenance/Improvement Plan for the year 25/26 including the Governance thereof.** This item was initiated by Cllr Robey and discussed at some length. It was agreed that Cllr. Robey would draft a paper and circulate his ideas for consideration. It was also agreed that in future, MPC agendas would include a place where Councillors could suggest items for inclusion on the next or future agendas.

**2025-73.14 To report any meetings attended.** None.

**2025-74.15 To note correspondence received.**

1. Regarding the community event planned for Saturday 26<sup>th</sup> July; MCA has advised the intention to site temporary toilets outside the Pinfold, at the place where the Community Shop makes its weekly visit. MPC is asked to note this and add it to the minutes.
2. Regarding the same event; MCA asks that the lower branches of the trees on the village green are cut back to give space for people to comfortably sit beneath them. This is planned and in-hand. However, Chair advised that cutting the trees as requested will cost £100. The Lengthsmen have pointed out that the trees really need the bigger attention of being crowned (costing anything from £500 upwards). It was agreed unanimously to spend £100 on what needs doing immediately. Cllr. Scott agreed to draw up a draft statement of work of what priority trees need crowning, for consideration of MPC in September. Once a Statement of (the) Work (required) is formalised, then three quotes can be sought. This was unanimously agreed as a way forward.
3. Correspondence from Misson Resilience Group was received requesting MPC begin to develop a costed plan to retro-fit air-conditioning units at the Parish Hall. In the event of a weather emergency (heat, cold, or flood) Vice-Chair explained, the Resilience Group see the Parish Hall as the public place best suited to shelter any vulnerable residents in need. The current assessment is the temperature in Misson is unlikely to rise above 33 degrees and if there was a heat emergency, the coolest public place is the church. However, the church does not have a kitchen or toilets. It was agreed that this should be an item for discussion on the September agenda.

**2025-75.16 To agree date and time of the next MPC meeting.** The next ordinary meeting of Misson Parish Council will be held on Wednesday 3<sup>rd</sup> September 2025 at 6:45pm.

At 8.30pm the chair thanked members of the public for their interest and support, and invited them to withdraw due to the confidential nature of the business next to be transacted and in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972.

**2025-76.17 To discuss confidential items :**

**a) Regarding the Parish Clerk vacancy :** The Chair explained it was proving very difficult to recruit a Parish Clerk because of a growing negative reputation and some myths being attached to MPC. It was agreed to pause the vacancy and allow Chair and Vice-Chair to understand why some applicants had withdrawn interest. Councillors suggested advice might be sought from Nottinghamshire Association of Local Councils. Chair will action.

**b) Ongoing AGAR 2023/24 objections :** Context ; the objector is a Parish Councillor, who had agreed to work with a third party facilitator and try and find a local route to reconciliation. A first meeting

had taken place. The facilitator had provided councillors with the notes of that meeting. The content of those notes were to be discussed here. The Chair invited the objector to add any further comment before leaving the meeting.

Six Parish Councillors then discussed the notes received. Some councillors had expected the meeting with the facilitator would identify the detail of the remaining two objections (which were still not fully clear to everyone), so that MPC members might outline with evidence, why the AGAR had been completed as it had. Rather, the notes of the facilitated meeting outlined a series of conditions the objector wished MPC to meet in order to withdraw their objections. In essence; "If MPC agree to do this, I will withdraw my formal objections".

Discussion followed which included clarification that the reconciliation process should be one of 'arbitration' not 'negotiation'. Nevertheless, since failure to achieve understanding with the objector would mean the objections would proceed and be looked at formally by PKF Littlejohn, councillors were motivated to try and find a solution that might avoid substantial financial cost to the community.

In conclusion, the councillors could not agree a preferred course of action. Some were prepared to do what the objector asks if this would satisfy the matter. Others held the view it was not right to be manipulated into giving in to unnecessary demands. Yet others were concerned that, if MPC agreed to go along with what the objector wanted, they may still not be satisfied and may allow the objection to proceed anyway. In summary, there was no collective confidence in any single course of action. This position will be reported to the third party facilitator.

The cost of further investigation of the remaining two objections will be substantial and potentially could wipe out the reserves of Misson Parish Council. The Chair said the minutes must record this fact.

The meeting closed at 9.25pm.