



## NORTH LEVERTON WITH HABLESTHORPE PARISH COUNCIL

To: Cllr S Baker, Cllr M Ferguson (Chairman), Cllr S Ferguson, Cllr P Johnson, Cllr AJ Steels, Cllr A Sykes, Cllr J Thomas, Cllr S Timmons, Cllr M Vessey.

I hereby give you notice that a meeting of North Leverton with Hablesthorpe Parish Council will be held on Monday 4 November 2024 at 7.15 pm at the Methodist Chapel Sturton Road, North Leverton DN22 0AB. All members of the Council are summoned and members of the public and press are invited to attend.

This meeting will be recorded for the purposes of the minutes and the recording will be destroyed once the minutes have been approved.

Signed *A Pallett* Anne Pallett Clerk to the Council Dated 28 October 2024

### AGENDA

1. Welcome  
Chair to open the meeting.
2. Apologies  
To receive apologies for absence and approve reasons
3. Declarations of Interest  
To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
4. Public Participation  
Members of the public to ask questions or make observations to the Council.
5. To approve and sign the minutes of the Parish Council meeting held on Monday 7 October 2024 Appx 1
6. Matters arising from the minutes – non agenda items
7. To receive District and County Councillor reports
8. Planning
  - a) New Applications – to be considered by the Parish Council  
24/00904/FUL  
Change of use of land for use as a touring and camping site with amenity block and reception/shop  
Willow Beck Retreat Retford Rd North Leverton
  - b) Applications – awaiting decision by Bassetlaw DC / Notts CC / Planning Inspectorate  
None
  - c) Decisions – made by Bassetlaw DC / Notts CC / Planning Inspectorate
  - d) Other Planning Matters
9. Financial Matters
  - a) To receive and note Receipts and Payments report to 31 October 2024. Appx 2  
To be sent out asap following the last day of month
  - b) To receive and note bank reconciliation and bank statement for October 2024. Appx 3
  - c) To receive and note Ear Marked Reserves report to 31 October 2024. Appx 4
  - d) To resolve to approve and make payments as per October 2024 payment sheet Appx 5

- e) To note new paycales as agreed by the National Joint Council for Local Government Services (NJC) for 2024-25 to be implemented(backdated) from 1 April 2024. Information circulated to councillors 28 October 2024.
- f) To discuss suggestions for 2025-26 budget.
- 10. To consider response to correspondence from grass cutting contractor regarding Appx 6 dog mess
- 11. To consider Emergency Plan letter and questionnaire for next survey of parishioners. To agree costs and when Emergency Plan survey to be carried out. Appx 7
- 12. To consider quotes for annual playground inspection. Appx 8
- 13. Community Speedwatch
- 14. Highways, Footpaths & Public Safety
  - a) Street Lamps / Street Furniture
  - b) Other Issues / Matters to report
- 15. Blacksmiths Playing Field - Weekly Inspection Report - Memorial Garden  
Receive update from Working Group
- 16. Land at Habblethorpe  
Receive update from Working Group.
- 17. Parish Council Newsletter, Website & Facebook  
To consider correspondence received from NCC in respect of accessibility of newsletter. email circulated to councillors 28 October 2024.
- 18. To resolve to exclude public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2)
- 19. To consider request from member of public to purchase a piece of land on the Blacksmith's Playing Field Appx 9

Dates for PC meetings in 2024:- 4 November, 2 December and 16 December 2024

Distribution: Parish Councillors, CCllr J Ogle, DCllr J Naish, PCSO John Dale, Noticeboards/File



10.24.09 The Parish Council resolved to arrange new councillor training for Cllr. Thomas, with Nottinghamshire ALC at a cost of £45.

Proposed Cllr Sykes

Seconded Cllr Steels

All in favour

10.24.010 Cllr. AJ Steels volunteered to undertake Nottinghamshire ALC Playground Safety Training Course which is due to be held on 28 January 2025. The Parish Council resolved to arrange this training at a cost of £150.

Proposed Cllr Sykes

Seconded Cllr Johnson

10.24.011 Planning

a) New Applications – to be considered by the Parish Council

None received

b) Applications – awaiting decision by Bassetlaw DC / Notts CC / Planning Inspectorate  
There are no applications awaiting decision.

c) Decisions – made by Bassetlaw DC / Notts CC / Planning Inspectorate

No decisions made this month.

d) Other Planning Matters

Continued planning enforcements issues were discussed with Cllr Naish.

10.24.012 Financial Matters

a) The Parish Council noted the notice of conclusion of audit and external auditor report for 2023-24, this was published on Parish Council website and noticeboards 17 September 2024

b) The Parish Council received and noted Receipts and Payments report to 30 September 2024.

c) The Parish Council received and noted bank reconciliation and bank statement for September 2024. Bank balance 30 September 2024 £121489.06

d) The Parish Council received and noted Ear Marked Reserves report to 30 September 2024. Ear Marked Reserves at 30 September 2024 £89438.71

e) The Parish Council resolved to approve and make payments as per October 2024 payment sheet and listed below:

i.	North Notts Community First Responders Donation	£100.00
ii.	North Leverton Windmill Donation	£300.00
iii.	Clerk duties for October plus expenses(to be paid last working day of month)	£444.92
iv.	V Wilson Website management	£90.00
v.	S Foster Handyman for September	£342.78
vi.	J Foster Lengthsman for September	£136.00
vii.	MKM Sand Inv 0033	£53.40
viii.	Arena Graphics Newsletter	£155.00
ix.	NL Methodist Church Hall Hire (Standing Order)	£16.00
x.	Unity Bank Service Charges	£18.00
xi.	Holmes Groundcare Inv NLCY-MC-93	£172.22
xii.	Holmes Groundcare Inv NLCY-MC-92	£86.11
xiii.	Holmes Groundcare Inv NLC MC 163	£131.66
xiv.	Holmes Groundcare Inv NLC MC 164	£263.32
xv.	RJ Lawrence Plant Hire Ground Clearance	£480.00
xvi.	RJ Lawrence Plant Hire Trench	£384.00
xvii.	PKF Littlejohn External Audit Fees	£378.00

Proposed Cllr Sykes

Seconded Cllr Johnson

All in favour

Payments to be authorised by Cllr Ferguson and Cllr Sykes

10.24.013 The Parish Council agreed to virement of :-

a) £23.60 from General Reserves to Insurance budget line

Proposed Cllr Steels

Seconded Cllr Johnson

All in favour

b) £2500 from General Reserves to Miscellaneous Maintenance budget line

Proposed Cllr Steels

Seconded Cllr Sykes

All in favour

10.24.014 The Parish Council resolved to set up £45000.00 Ear Marked Reserve for play equipment.

Proposed Cllr Steels

Seconded Cllr Johnson

Majority in favour

10.24.015 The Parish Council resolved to order Christmas Tree (Quote received from Doddington Hall £385) for village. Chairman has confirmed that this will be sponsored in full as per previous years and collected by Highfields. Collection date also to be agreed.

Proposed Cllr Thomas

Seconded Cllr Steels

All in favour

10.24.016 The Parish Council resolved to purchase Remembrance wreath at a cost of £25.00

Proposed Cllr Johnson

Seconded Cllr Steels

All in favour

10.24.017 The Parish Council ratified the urgent decision made by Clerk and Chair, under scheme of delegation, in respect of clearance of land at Hablesthorpe by RJ Lawrence Plant Hire at a cost of £400 plus vat.

Proposed Cllr Steels

Seconded Cllr Thomas

All in favour

10.24.018 The Parish Council ratified the urgent decision made by Clerk and Chair, under scheme of delegation, in respect of digging a trench at the entrance to the land at Hablesthorpe in order to prevent unauthorised vehicular access at a cost of £320 plus vat.

Proposed Cllr Steels

Seconded Cllr Johnson

All in favour

10.24.019 The Parish Council resolved to adopt Sexual and General Harassment Policy in accordance with new legislation as directed by Notts ALC

Proposed Cllr Sykes

Seconded Cllr Steels

10.24.020 Community Speedwatch

Cllr. Baker gave an update informing the Parish Council that the number of vehicles speeding had increased over the year. The figures have been forwarded to Cllr M Ferguson who will refer them to local police.

10.24.021 Highways, Footpaths & Public Safety

a) Street Lamps / Street Furniture

None

b) Other Issues / Matters to report

None

10.24.022 Blacksmiths Playing Field - Weekly Inspection Report - Memorial Garden

Feedback from meeting of play area working group to be given at next meeting.

10.24.023 Land at Hablesthorpe

Cllr Sykes gave update on clearance of the land. Cllr Thomas offered to join the working group.

10.24.024 Parish Council Newsletter, Website & Facebook

Latest edition of newsletter has been delivered.

10.24.025 The Parish Council resolved to exclude public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Proposed Cllr Sykes

Seconded Cllr Steels

All in favour

10.24.026 The Parish Council considered options available and resolved that the Clerk be given one extra hour per month to take this on and possibly more time to begin with. Clerk to contact current contractor to arrange training/handover. This will be reviewed in three months.

Proposed Cllr Steels  
All in favour.

Seconded Cllr Baker

Meeting closed 8.52 pm

Dates for PC meetings in 2024:- 4/11/24, 2/12/24 and 16/12/24

Distribution: Parish Councillors, CCllr J Ogle, DCllr J Naish, PCSO John Dale, Noticeboards/ File [www.northlevertonwithhablesthorpeparishcouncil.gov.uk](http://www.northlevertonwithhablesthorpeparishcouncil.gov.uk)

*I declare that this is a true account of the meeting  
(approved at the PC meeting held 4 November 2024)*

*Signed* *Dated*  
*Chairman North Leverton with Hablesthorpe Parish Council*

DRAFT



## NORTH LEVERTON WITH HABBLESTHORPE PARISH COUNCIL

### AGENDA ITEM REQUEST & REPORT FORM

Name Cllr Sue Ferguson

Date of the meeting you wish this to be on the agenda for 4 November 2024

<p><b>Agenda Item</b> Insert wording to appear on the agenda. Make it clear what you are asking councillors to decide and if you are looking for a specific resolution. "To consider..." "To note..." "To review..." "To agree...."</p>	<p>To consider response to correspondence from grass cutting s/c regarding dog mess</p>
<p><b>Background Information</b> Insert as much information as possible so that councillors have the detail they need to make an informed decision e.g where, how, when, why, timescale, short term, or long-term project</p>	<p>See recent email – probable long-term resolution</p>
<p><b>Background Documents</b> Insert names of any documents to be sent out with meeting papers</p>	<p>See recent email</p>
<p><b>Financial &amp; Resource Implications</b> Insert detail of costs associated with the decision that you are asking the Council to make, including any staffing implications. Copies of quotations should be attached.</p>	<p>Possibly require quotes for additional signs for PC grassed areas</p>
<p><b>Legal Implications</b> Please detail any legal implications and outline any legal advice provided.</p>	<p>N/a</p>
<p><b>Risks</b></p>	<p>Grass cutter refuses to cut grass</p>
<p><b>Legal Power</b> Power under which this item can be actioned</p>	<p>Anti-social behaviour prosecutions against perpetrators</p>



## NORTH LEVERTON WITH HABBLESTHORPE PARISH COUNCIL

### AGENDA ITEM REQUEST & REPORT FORM

Requests to be received by the Parish Clerk at least 7 clear days before the meeting at which you would like your item to be considered.

Name Cllr Sue Ferguson

Date of the meeting you wish this to be on the agenda for 4<sup>th</sup> November 2024

<p style="text-align: center;"><b>Agenda Item</b></p> <p>Insert wording to appear on the agenda. Make it clear what you are asking councillors to decide and if you are looking for a specific resolution.          “To consider...” “To note...” “To review...”          “To agree...”</p>	<p>To consider Emergency Plan letter and questionnaire for next survey of parishioners.</p> <p>To agree costs and when survey to be carried out.</p>								
<p style="text-align: center;"><b>Background Information</b></p> <p>Insert as much information as possible so that councillors have the detail they need to make an informed decision e.g. where, how, when, why, timescale, short term or long term project</p>	<p>Record kept of results of last questionnaire sent out in 2021 detailing vulnerable parishioners who would need help in an emergency, resources available, skills offered, useful equipment offered, accommodation offered if parishioners needed this.</p>								
<p style="text-align: center;"><b>Background Documents</b></p> <p>Insert names of any documents to be sent out with meeting papers</p>	<p>Emergency Plan Letter          Emergency Plan Questionnaire          Arena Graphics Quotes          Labels – Viking Direct          Envelopes – Viking Direct          Annex 2 – Hazards and Risks</p>								
<p style="text-align: center;"><b>Financial &amp; Resource Implications</b></p> <p>Insert detail of costs associated with the decision that you are asking the Council to make, including any staffing implications. Copies of quotations should be attached.</p>	<table> <tr> <td>Printing 500 letters</td> <td style="text-align: right;">£60</td> </tr> <tr> <td>Printing 500 questionnaires</td> <td style="text-align: right;">£85</td> </tr> <tr> <td>500 C5 Envelopes</td> <td style="text-align: right;">£19.99</td> </tr> <tr> <td>Labels 4 per page pack of 100=400 (240 labels retained from 2021)</td> <td style="text-align: right;">£14.39</td> </tr> </table>	Printing 500 letters	£60	Printing 500 questionnaires	£85	500 C5 Envelopes	£19.99	Labels 4 per page pack of 100=400 (240 labels retained from 2021)	£14.39
Printing 500 letters	£60								
Printing 500 questionnaires	£85								
500 C5 Envelopes	£19.99								
Labels 4 per page pack of 100=400 (240 labels retained from 2021)	£14.39								
<p style="text-align: center;"><b>Legal Implications</b></p> <p>Please detail any legal implications and outline any legal advice provided.</p>	<p>Information collected to be handled in strict accordance with PC GDPR policy</p>								
<p style="text-align: center;"><b>Risks</b></p>	<p style="text-align: center;">N/A</p>								
<p style="text-align: center;"><b>Legal Power</b></p> <p>Power under which this item can be actioned</p>	<p style="text-align: center;">N/A</p>								



## Annex 2

### North Leverton with Hablesthorpe Hazards & Risks

<b>Industrial Incident / Environmental Pollution</b>	<ul style="list-style-type: none"> <li>• Industrial explosion and major fires</li> <li>• Industrial accident involving toxic gases</li> <li>• Major contamination incident with widespread implications on food chain</li> <li>• Water supply contamination</li> <li>• Major land contamination incident</li> <li>• Major air quality incident</li> </ul>
<b>Industrial/ Technical Failure</b>	<ul style="list-style-type: none"> <li>• Technical failure of electricity network</li> <li>• Technical failure of sewage treatment station</li> <li>• No notice failure of public telephone provider</li> </ul>
<b>Transport Incidents</b>	<ul style="list-style-type: none"> <li>• Aviation incident</li> <li>• Rail incident</li> <li>• Large scale road traffic accident</li> <li>• Transport incident (hazardous substance release)</li> <li>• Local accident involving transport of fuel</li> </ul>
<b>Extreme/Severe Weather</b>	<ul style="list-style-type: none"> <li>• Storms &amp; gales</li> <li>• Heatwave</li> <li>• Drought</li> <li>• Cold weather</li> <li>• Prolonged / heavy blizzard / snow fall</li> <li>• Flooding</li> </ul>
<b>Structural Hazards</b>	<ul style="list-style-type: none"> <li>• Building collapse</li> <li>• Bridge collapse</li> <li>• Land movements (tremors and landslides)</li> </ul>
<b>Human Disease</b>	<ul style="list-style-type: none"> <li>• Influenza pandemic</li> <li>• Legionella / meningitis outbreak</li> </ul>
<b>Animal Health</b>	<ul style="list-style-type: none"> <li>• Avian influenza</li> <li>• Foot &amp; Mouth</li> <li>• Rabies</li> </ul>
<b>Terror Incidents</b>	<ul style="list-style-type: none"> <li>• Terrorist bombs</li> <li>• CBRN incidents</li> </ul>
<b>Public Disorder</b>	<ul style="list-style-type: none"> <li>• Large scale public protest</li> <li>• Targeted disruptive protest</li> <li>• Prison riot</li> <li>• Public disorder</li> </ul>
<b>Public Events</b>	<ul style="list-style-type: none"> <li>• Large scale emergency at a public event</li> <li>• Evacuation of large numbers of people from events/stadiums/shopping centres/town centres</li> </ul>
<b>International Crisis/Event</b>	<ul style="list-style-type: none"> <li>• War, instability or other political, environmental or economic situation overseas, requiring humanitarian relief effort and possible influx of large numbers of displaced UK nationals or foreign refugees to LRF area</li> </ul>



**Arena Graphics** <sales@arenagraphics.co.uk>

To: Malcolm and Sue;  
18/10/2024 14:43

1

Hi Sue

Sorry I have been out on site most of the week, please find prices as follows....

**500 A4 1 sided single sheet with a small amount of colour £60.00**

**500 A4 3 sheet double sided in black and white stapled in top left hand corner £160.00  
(these would be supplied as individual sheets to be stapled by yourself)**

Thanks

Adrian

Re: Re: quote for printing

AG

**Arena Graphics** <sales@arenagraphics.co.uk>

To: Malcolm and Sue;

22/10/2024 21:33

1

Hi Sue

**500 A4 folded to 4 page A5 would be £85**

130gsm silk or 120gsm premium paper

Thanks Ady



Dear Resident,

As you may or may not be aware the Parish Council holds an Emergency Plan which is intended to be implemented when major incidents befall the village or any part thereof. The last review of this plan was undertaken in 2021. The Council has therefore decided to update/review the procedure as a whole in order to maintain its relevance and usefulness.

We would like to point out at this stage that the procedure;

- Is intended to be implemented during the initial period of an incident until such time as the professional emergency services and/or other local agencies are able to take over. We will then offer whatever information and assistance we can to support the professionals in their handling of the situation.
- Is intended to assist those people identified as most in need at the time of the incident. Many Parishioners are able bodied and these people will be offered advice and information but will be relied upon to help themselves. The Parish Council simply hasn't got the resources available to help everyone, much as we would like to!

Before reviewing the procedure as a whole we consider it would be useful to update our records as to what resources etc are available within the village in the event that we may need to draw upon them if an incident occurs. To this end it would be greatly appreciated if you would read through the attached questionnaire and consider whether you could be in a position to help support the village should the need arise. If you feel you are able to help in any way, please complete any relevant part(s) of the questionnaire and place it in the envelope provided and either place it in the box provided in the Post Office or pass it on to any Parish Councillor.

It would be beneficial if your responses could be returned by (.....) in order that we can move forward to the next stage of our review. However do not worry if you are unable to complete and return your response by the above date – we will gladly accept all returns regardless of whatever time they are received.

We would stress that any information given in response to Sections 1 and 6 will be kept in strictest confidence and in accordance with our GDPR policy a copy of which can be viewed on our website.

May we take this opportunity to thank you for your support.

M Ferguson  
Chairman



# NORTH LEVERTON WITH HABLESTHORPE PARISH COUNCIL



CLERK: ANNE PALLETT

32 BARNBY LANE, CLAYPOLE, NEWARK, NOTTS NG23 5BD

TEL: 07976 566857

Email: [clerk@northlevertonwithhablesthorpeparishcouncil.gov.uk](mailto:clerk@northlevertonwithhablesthorpeparishcouncil.gov.uk)

## EMERGENCY PLAN QUESTIONNAIRE

NAME: .....

ADDRESS: .....

.....

.....

TELEPHONE: .....

MOBILE: .....

### PLEASE COMPLETE WHERE APPROPRIATE

### Section 1

IS YOUR PROPERTY ONE OF THE FOLLOWING?					
HOUSE		FLAT		FARM	
BUNGALOW		CARAVAN		BUSINESS	
PLEASE SPECIFY OTHER IF REQUIRED					

HOW MANY PEOPLE NORMALLY RESIDE AT YOUR PROPERTY?		
	DURING DAYTIME	OVERNIGHT
MINORS (under 18)		
ADULTS (18 to 65)		
SENIORS (65+)		

## Section 2

<b>WOULD YOU OR ANY OF YOUR HOUSEHOLD BE WILLING TO OFFER ANY OF THE FOLLOWING SKILLS? (Please indicate numbers and feel free to complete more than 1 skill)</b>					
DOCTOR		ELECTRICAL		RESCUE	
NURSE		ENGINEERING		IT SKILLS	
PHARMACIST		HGV LICENCE		GENERAL LABOUR	
FIRST AIDER		PLANT OPERATOR		CATERING	
FIRST RESPONDER		MECHANIC		PLUMBING	
ADMINISTRATIVE		GAS INSTALLATION			
BUILDING		FIRE FIGHTING			
<b>PLEASE SHOW IN SPARE BOXES ANY OTHER SKILLS THAT YOU MAY BE ABLE TO OFFER</b>					

## Section 3

<b>HAS YOUR HOUSEHOLD ANY OF THE FOLLOWING ITEMS THAT COULD BE MADE AVAILABLE FOR EMERGENCY USE? (Please indicate numbers and feel free to complete more than 1 item)</b>					
TRACTOR		CAR		GAS CYLINDERS	
TRAILER		MOTORCYCLE		CHAIN SAW	
SNOW PLOUGH		LIFTING GEAR		4WD VEHICLE	
JCB		PORTABLE HEATER			
360 EXCAVATOR		GENERATOR			
LORRY/UTILITY		PORTABLE PUMP			
TELEPORTER		MOBILE WATER TANK			
<b>PLEASE SHOW IN SPARE BOXES ANY OTHER ITEMS THAT YOU MAY BE ABLE TO OFFER</b>					

## Section 4

<b>DO YOU COOK BY:</b>					
ELECTRICITY		GAS (tank)		SOLID FUEL	
GAS (bottled)		Gas (mains)		OIL	
<b>HAVE YOU ANY ALTERNATIVE MEANS OF COOKING?</b>			<b>YES/NO</b> (if yes please give details)		

<b>DO YOU HEAT YOUR HOUSEHOLD BY:</b>					
<b>ELECTRICITY</b>		<b>GAS (tank)</b>		<b>SOLID FUEL</b>	
<b>GAS (bottled)</b>		<b>Gas (mains)</b>		<b>OIL</b>	
<b>HAVE YOU ANY ALTERNATIVE MEANS OF HEATING?</b>			<b>YES/NO</b> (if yes please give details)		

## Section 5

<b>OTHER THAN MAINS DOES YOUR PROPERTY HAVE AN ALTERNATIVE WATER SUPPLY?</b>							
<b>NONE</b>		<b>WELL</b>		<b>SPRING</b>		<b>BOREHOLE</b>	

## Section 6

<b>HAVE YOU ANY OTHER RELEVANT INFORMATION YOU WISH TO OFFER?</b> e.g. Do you have any special needs or requirements that need to be considered during an emergency					
<b>WOULD YOU BE PREPARED TO PROVIDE TEMPORARY ACCOMMODATION TO ANYONE MADE HOMELESS AS A CONSEQUENCE OF AN INCIDENT?</b>					
<b>NO</b>		<b>YES</b> (I can accommodate up to)		<b>FOR APPROXIMATELY (days)</b>	

**Thank you for completing this questionnaire**

**All information will be used strictly in accordance with the Parish Council GDPR Policy**

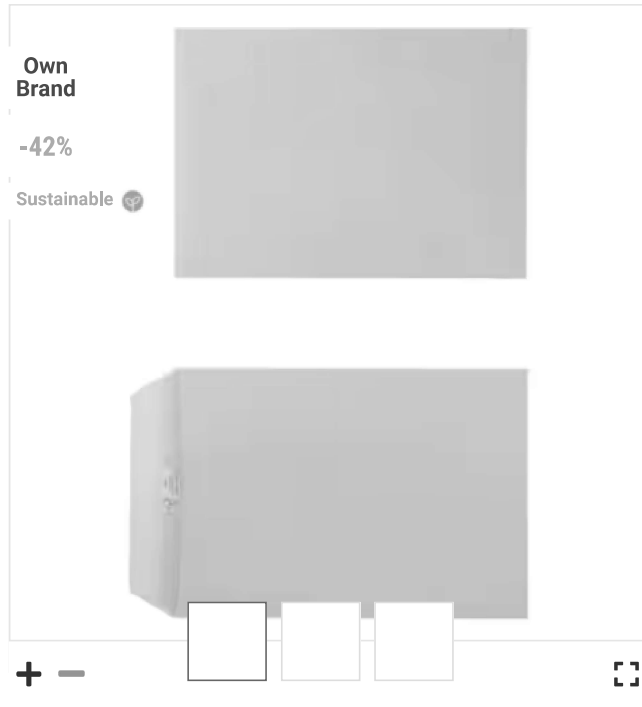
Q What are you looking for?

Home > Paper, Envelopes & Packaging > Packing & Mailing > Envelopes & Mailing Bags > Envelopes

### Viking Envelopes Plain C5 229 (W) x 162 (H) mm Peel and Seal White 90 gsm Pack of 500

☆☆☆☆☆ (No reviews yet)

Brand: [Viking](#) | Viking No. 1187142



#### Practical and qualitative envelopes from Viking

Looking for unrivalled quality and a premium feel? Then look no further than these Viking envelopes with a peel and seal strip.

[Read full description](#)

#### Environmental claims



**Promo Price**  
**£19.19** Pack  
£15.99 excl. VAT

✓ **Currently in stock** - Order before 6:00 PM for next working day delivery.

1

+Add to a list

- Free delivery** over £59 (excl. VAT)
- Next working day** delivery
- Hassle-free **30-day trial and returns**

[Delivery Information](#) [Payment methods](#)

**Earn 2 Nectar Points for every £1 you spend**

[Terms and Conditions](#)



Q What are you looking for?

Home > Paper, Envelopes & Packaging > Paper & Labels > Labels & Tags > Address Labels

### Viking Multipurpose Labels Self-Adhesive 105 x 148 mm White 100 Sheets of 4 Labels

★★★★★ (1 review)

Brand: [Viking](#) | Viking No. 980470



#### Your labelling needs will be meet with Viking

To add a professional touch to your labelling, choose Viking's 980470 printable square-cornered multipurpose labels, for all your organasational needs.

[Read full description](#)

#### Environmental claims



#### Buy More, Save More




**£13.19** Pack  
from 3 Packs  
£10.99 excl. VAT

Quantity	Pack incl. VAT
1-2 Packs	<b>£14.39</b>
3+ Packs	<b>£13.19 -8%</b>

✓ **Currently in stock** - Order before 6:00 PM for next working day delivery.



+Add to a list

-  **Free delivery** over £59 (excl. VAT)
-  **Next working day** delivery
-  Hassle-free **30-day trial and returns**

[Delivery Information](#) [Payment methods](#)





## North Leverton with Hablesthorpe Parish Council

### Quotes for Play Area Annual Inspection

The Annual Inspection of the Play Area is due in January 2025.

In order to obtain best value for money quotes have been obtained as follows:-

#### Quote 1

##### **Option A**

This company visit Nottinghamshire every May/June and inspect outdoor play areas at a special discounted rate. They aim to complete the inspections in May, however they advise it is a very busy time for them so inspections can often run into June.

They charge £80.00 plus VAT per play area to inspect up to five items of play equipment on the play area. There is an extra fee of £4.00 plus VAT to inspect each play item over five. There appear to be 14 individual items (incl adult gym equipment)

##### **Option B**

If inspection is requested to take place sooner than May/June (within 8 weeks on receipt of an order) their standard charges would apply. The cost would be £265.00 plus VAT (no charge for more than five items)

#### Quote 2

Annual Inspection to be carried out in January £115 plus VAT

#### Quote 3

Requested by email but no response as yet. Will be sent out when received or brought to meeting.

# NALC ADVICE NOTE

## DISPOSAL AND APPROPRIATION OF LAND BY LOCAL COUNCILS

This advice note was written by our in-house solicitors and last updated on 13 December 2016.

*The information and commentary in the note do not constitute legal advice for any individual case or matter. For specific advice on your circumstances, we strongly encourage you to seek tailored legal advice.*

### Introduction

This advice note explains the rules and procedures around the disposal of non-charity land by a local council or a council limiting the use (appropriation) of land that they own. 'Disposal' includes not only an outright sale of the freehold but also the grant of a lease or assignment of a term of a lease or an exchange of land. Case law includes within the definition of a 'disposal' an option to purchase the freehold, an option to purchase a lease or an option to renew a lease. The disposal of land, which is allotment land, open space, or otherwise restricted, will be specifically explained.

### General rules on the appropriation of land

Section 126(1) of the Local Government Act 1972 (1972 Act) states that any land belonging to a local council which is not required for the purpose for which it was acquired or has since been appropriated may be appropriated for any other purpose for which the council can buy land.

Section 126(2) of the 1972 Act empowers a parish meeting in a parish without a separate council to appropriate land not required for its original purpose or which has since been appropriated for some other purpose approved by the Secretary of State.

### General rules on the disposal of land

Section 127(1) of the 1972 Act states that a local council, and the parish trustees of a parish without a council acting with the consent of the parish meeting, may dispose of any land held by them in any manner they wish, subject to certain restrictions.

Section 270 of the 1972 Act defines 'Land' as 'any interest in land or any easement or right to or over land.' Thus, for example, the grant of a private right of way over council land is treated by section 127(1) of the 1972 Act as a disposal of land. It is NALC's view that in respect of local authorities in England, a disposal would not, however, include a licence or permission (written or oral) to use the land as these do not give exclusive occupation and if permission is withdrawn, there is no legal interest 'in or over land' or right to remain in occupation. The position is slightly different for local authorities in Wales, where an interest in land has been interpreted to extend to a licence.

### **The restrictions**

Section 127(2) of the 1972 Act states that land must not be disposed of for consideration less than the best price that can reasonably be obtained. This is normally the open market value of the land or interest in the land. The section provides two exceptions to this rule:

- A 'short tenancy' may be granted for less than the best consideration (a 'short tenancy' is the grant of a tenancy for a term not exceeding seven years or the assignment of a term which, at the date of assignment, has less than seven years to run).
- The Secretary of State may give his consent for a disposal at less than the best consideration.

### **Consent for a Disposal at less than the best consideration — England**

Section 128 of the 1972 Act allows the Secretary of State to give general consent in respect of certain land transactions by local authorities in the form of 'The Local Government Act 1972 General Disposal Consent (England) 2003' affects parish councils and parish trustees acting with the consent of the parish meeting.

The General Disposal Consents allow local authorities in England to dispose of properties at an undervalue where:

- The local authority considers that the purpose for which the land is to be disposed of is likely to contribute to the promotion or improvement of any one or more of the economic wellbeing, social wellbeing, or

environmental wellbeing of the whole or any part of its area, or of all or any persons resident or present in its area.

- The difference between the market value of the land and the price obtained is no more than £2,000,000.

The General Disposal Consent aims to give local authorities the autonomy to carry out their statutory duties and functions as they consider necessary or desirable. However, local authorities should remain aware of the need to fulfil their fiduciary duties in a way which is accountable to local people.

Circular 06/03: 'Disposal of Land for Less Than Best Consideration' - gives guidance on the general consent. The circular clarifies that it is for local authorities to consider whether a proposed disposal meets the criteria set out above or not. If the criteria are not met then they need to apply to the Secretary of State for specific consent. If the authority is uncertain about the need to seek consent, it should obtain legal advice on the matter and keep its appointed auditor informed of any legal advice it receives and the proposed action it wishes to take. The Circular also states: "In determining whether or not to dispose of land for less than the best consideration reasonably obtainable, and whether or not any specific proposal to take such action falls within the terms of the Consent, the authority should ensure that it complies with normal and prudent commercial practices, including obtaining the view of a professionally qualified valuer as to the likely amount of the undervalue".

Please note that the reference to the "Director of Planning at the Government Office for the relevant Region" in paragraph 11 of ODPM Circular 06/2003 should read "The National Unit for Land Acquisition, Planning and Housing Division, Government Office for London, Riverwalk House, 157-161 Millbank, London SW1P 4RR". Applications for specific consent should be sent to the Secretary of State at that address.

Councils considering disposing of land should familiarise themselves with the General Disposal Consent and accompanying guidance.

### **Consent for a Disposal at less than the best consideration — Wales**

Section 128 of the 1972 Act allows the Secretary of State to give general consent in respect of certain land transactions by local authorities in the form of 'the 'General Disposal Consent (Wales) 2003', which came into effect on 31 December 2003.

The General Disposal Consent allows local authorities in Wales to dispose of properties at an undervalue where:

- The local authority considers that the purpose for which the land is to be disposed of is likely to contribute to the promotion or improvement of any one or more of the economic wellbeing, social wellbeing, or environmental wellbeing of the whole or any part of its area, or of all or any persons resident or present in its area.
- The difference between the market value of the land and the price obtained is no more than £2,000,000 (two million pounds).

The General Disposal Consent aims to give local authorities the autonomy to carry out their statutory duties and functions as they consider necessary or desirable. However, local authorities should remain aware of the need to fulfil their fiduciary duties in a way which is accountable to local people.

Councils considering disposing of land should familiarise themselves with the General Disposal Consent and accompanying guidance.

The General Consent and the Circular, as applicable in Wales, are available from the National Assembly in Wales.

The Circular issued in respect of the General Disposal Consent (Wales) 2003 also confirms that 'it is for a [community council] to decide whether a proposed disposal requires the consent of the National Assembly, seeking its own legal or other professional advice as appropriate and to bear responsibility for its decisions.' In contrast to the position for parish councils stated above, the Circular, as applicable in Wales, recommends that a community council should confer with their external auditor when seeking to rely on the General Disposal Consent and, in any event, should notify its external auditor within 28 days of any decision to dispose of land in reliance upon the General Disposal Consent. Note that the General Disposal Consent for Wales extends the definition of a disposal of an 'interest in land' to 'any licence in or over land.'

### **Best consideration**

Before making a disposal, a council must, in practice, get a professional valuation, either from the District Valuer or from a private valuer or surveyor, for a fee. If an application is made to the Secretary of State for consent to dispose at an undervalue, a valuation report must accompany the application.

The price for a disposal does not have to be money. In *Currie v Misa* (1875) LR App Cas 554, 'some right, interest profit or benefit accruing to one party, or some forbearance, detriment loss or responsibility given, suffered or undertaken by the other' was sufficient. Sometimes, an

exchange of land may be appropriate (with or without a money adjustment), or a lease may be granted for services to be rendered.

A disposal for less than full price which is not a short tenancy; covered by the General Disposal Consents or where the Secretary of State's consent has been obtained could be investigated by the auditor, and/or be the subject of an objection at audit.

There is also a general rule, applicable to all local authorities, that decisions taken by them in the exercise of their discretion must be 'reasonable'; e.g. authorities must take into account all relevant considerations and disregard all irrelevant ones when coming to a decision. A disposal contrary to this rule (including a sale at an undervalue not sanctioned by law) could be challenged in the High Court by way of judicial review.

## **Commons**

Section 126(4) of the 1972 Act prohibits the appropriation of any land forming a common, without the consent of the Secretary of State, unless the total area does not exceed 250 square yards and, before appropriation, a notice of intention to appropriate, specifying the land in question, is advertised for two consecutive weeks in a local newspaper and any objections received are considered. The rights of other persons in respect of the land are unaffected.

An appropriation of a common would involve loss of status and normally involves an exchange of land to replace the land appropriated.

## **Open space land**

Sections 126(4A) and 127(3) of the 1972 Act prohibit the appropriation or disposal of open space land unless the advertising, etc., requirements specified in paragraph 18 above are complied with.

'Open space' is defined in section 336(1) of the Town and Country Planning Act 1990 as 'any land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground'. This definition is wide enough to include common land used for recreational purposes and village greens. However, the disposal of a common or a village green does not affect the status of the land; it remains a common or green (unless appropriated before disposal).

An appropriation or disposal, as above, of land held for the purposes of section 164 of the Public Health Act 1875 (places of public recreation) or section 10 of the Open Spaces Act 1906 (maintenance of open space and burial grounds) frees the land of any trust arising solely by virtue of the land being held for those purposes.

## **Playing fields — Wales**

In Wales, there are separate requirements for the disposal of a playing field under the Playing Fields (Community Involvement in Disposal Decisions) (Wales) Measure 2010 and the Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015 (2015 Regulations). A playing field is defined as an open space which includes one or more areas which have at any time been marked or otherwise set aside for sport or other similar recreational activity.

Under the 2015 Regulations, as well as advertising the proposed disposal in a local newspaper for two weeks, the local council must also place a copy of the notification at or near the land and on its website (if any) for six weeks. The consultation period must be at least six weeks after the first publication of the notice.

Copies of the notice and details of the proposed disposal must, in addition, be given to:

- Any local authority whose area includes any part of, or shares a boundary with any part of, the playing field to which the proposed disposal relates.
- The Sports Council for Wales.
- The National Playing Fields Association (operating under the name 'Fields in Trust').
- Those persons appear to the local authority to represent the interests of persons in the local authority's area or in the area of a local authority that shares a boundary with any part of the playing field that makes use of the playing field.
- Anybody whose main aims include preserving open spaces throughout Wales or play opportunities for children throughout Wales.
- Such other persons, such as the local authority, are considered appropriate.

The local council must provide (on payment of a reasonable charge if required) a copy of the details of the proposed disposal to any person from whom the local council receives a request during the consultation period.

## **Allotment land**

Land purchased or appropriated for use as allotment gardens (defined by section 22(1) of the Allotments Act 1922 to mean an allotment not exceeding 0.25 of an acre in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family) or any land not exceeding five acres in extent cultivated as a garden or a farm or partly as a garden and partly as a farm may not be sold or otherwise disposed of without the consent of the Secretary of State (England) or the National Assembly for Wales (Wales). The consent may be given unconditionally or subject to such conditions as they/it thinks fit, but it shall not be given unless adequate provision is made for allotment holders displaced by the disposal (unless that is unnecessary or not reasonably practicable) (section 8 Allotments Act 1925).

In England, applications for consent should be addressed to the DCLG (National Planning Casework Unit, 5 St Philips Place Colmore Row Birmingham, B3 2PW).

In Wales, applications for consent are made to The National Assembly for Wales (Cardiff Bay, Cardiff CF99 1NA).

By way of exception, a local council may dispose of field garden allotment land to a county council for the purpose of smallholdings without getting ministerial consent (section 45 Smallholdings and Allotments Act 1908 (1908 Act)).

Under section 32 of the 1908 Act, where any land acquired for garden allotments is no longer needed or some more suitable land is available, a local council may sell or let the land or exchange it for more suitable land and pay or receive money for equality. The proceeds of such a sale and any money received by the council by way of exchange must be used for:

- Discharging the debts and liabilities of the council with respect to the allotment land (in any manner).
- Acquiring, adapting, and improving other lands for allotments.
- Any surplus remaining may be used for any purpose for which capital money may be used.



The interest on the money and any money received from letting the land (may) be used for acquiring other land for allotments, or in the same way as allotments, rents may be used.

Where the land had been acquired on a leasehold basis, the above does not apply to the loss of the land at the end of the lease.

Special rules apply to fuel and field garden allotments (the latter often being referred to as allotments for the labouring poor) established by or under Inclosure Awards. The appropriation for other purposes is subject to section 126(4) of the 1972 Act. Usually, they are charitable, and their disposal is subject to the Charities Act 2011.

## **Burial grounds**

Unconsecrated:

A disused burial ground is included in the definition of 'open space' set out above for the purposes of appropriation and disposal. If there are monuments, etc., in a burial ground, they cannot lawfully be removed until the procedures laid down in Article 16 and Schedule 3 of the Local Authorities Cemeteries Order 1977 have been complied with. Effectively, therefore, an appropriation or disposal cannot take place until those procedures are completed.

Land that is an unused part of a burial ground may be appropriated or disposed of without restriction but is subject to any trust, etc., which may exist.

Consecrated:

Consecrated land is land which has been consecrated according to the rites of the Church of England. Consecration or blessing by other religious denominations does not normally restrict appropriation or disposal of the land (unless the council has bound itself by covenant or agreement with the denominational body concerned).

Consecration brings the land within the jurisdiction of the Ordinary (in effect, the bishop), and his permission, or faculty, is required before any alterations to the land can take place (e.g. removal of monuments from a churchyard).

The appropriation or use of consecrated land for other purposes requires a faculty. (The law on this subject is complicated and cannot be dealt with in this Note. Specific advice from a lawyer experienced in ecclesiastical law should be obtained).

### **Land subject to a trust, covenant or agreement**

Section 131(1) of the 1972 Act prohibits the disposal of land by a local authority or by parish trustees in breach of any trust, covenant or agreement which is binding upon the authority or the trustees (except in relation to certain open space land).

### **Protection of purchasers**

Section 128(2)(a) of the 1972 Act provides that a disposal of land by a local authority (including parish trustees) is not invalid because of the absence of Ministerial consent or of failure to advertise and consider objections.

Section 128(2)(b) provides that a person dealing with the authority (or with parish trustees) or claiming under the authority does not have to see or check that any consent has been obtained or that advertising, etc., has been carried out. The result is that the purchaser of the land gets a good title even if there are defects in the local council process.

### **Procedures for appropriation and disposal of land**

Appropriation requires simply the adoption of a formal resolution to appropriate the land in question for a specified purpose or purpose.

The initial decision to dispose of land will normally be by resolution as well. However, negotiations with a prospective purchaser or tenant may take time, and a formal decision to proceed with disposal may not be made until negotiations are completed. When discussing the disposal of land and possibly its appropriation, a council may properly resolve to exclude the public from the relevant part of the meeting(s). Details of the terms of a disposal, especially the price, should normally remain confidential until an agreement has been reached with a purchaser or tenant.

Correspondence with potential purchasers, etc., should always be headed 'subject to contract'. This will avoid the possibility of a legally binding contract coming into existence before the formal contract documents are signed and exchanged. Once terms are provisionally agreed, a council should engage a local solicitor to undertake the conveyancing procedures.





## NORTH LEVERTON WITH HABBLESTHORPE PARISH COUNCIL

### AGENDA ITEM REQUEST & REPORT FORM

Name Cllr Sue Ferguson

Date of the meeting you wish this to be on the agenda for – 4 November 2024

<p style="text-align: center;"><b>Agenda Item</b></p> <p>Insert wording to appear on the agenda. Make it clear what you are asking councillors to decide and if you are looking for a specific resolution. “To consider...” “To note...” “To review...” “To agree....”</p>	<p>To consider request from member of public to purchase a piece of land on the Blacksmith’s Playing Field</p>
<p style="text-align: center;"><b>Background Information</b></p> <p>Insert as much information as possible so that councillors have the detail they need to make an informed decision e.g where, how, when, why, timescale, short term or long term project</p>	<p>Purchase price offer not yet received</p>
<p style="text-align: center;"><b>Background Documents</b></p> <p>Insert names of any documents to be sent out with meeting papers</p>	<p>See request letter from member of public</p>
<p style="text-align: center;"><b>Financial &amp; Resource Implications</b></p> <p>Insert detail of costs associated with the decision that you are asking the Council to make, including any staffing implications. Copies of quotations should be attached.</p>	<p>Offer includes the payment of all costs incurred by PC</p>
<p style="text-align: center;"><b>Legal Implications</b></p> <p>Please detail any legal implications and outline any legal advice provided.</p>	<p>Solicitors will need to be engaged if transaction is to proceed</p>
<p style="text-align: center;"><b>Risks</b></p>	<p>Purchaser refuses to cover all or any of PC costs</p>
<p style="text-align: center;"><b>Legal Power</b></p> <p>Power under which this item can be actioned</p>	<p>PC ownership of land asset</p>

REDACTED

Dear North Leverton with Hablesthorpe Parish Council:

I am writing to you today to approach the start of a conversation to see if the council would be open to selling the strip of land behind my house (Blacksmith Cottage) from my fence up to the wall of the memorial garden, 8.7m from my current boundary to the memorial garden wall and 17.3m wide from the playing field boundary to the edge of my current fence line (please see below for photograph of the area).

My plans with this land would be to extend my current fence and I would use this land as an extension to my garden. In multiple previous newsletters there has been mentions of numerous anti-social behavior from the younger generation of the village, this strip of land behind my house is a hot spot for this behavior as it is out of sight from the road, on numerous occasions in the three and half years I have owned this property I have had to go round to speak to teenagers regarding such behavior.

I am willing to give a fair price for the land and cover all legal fees, I have seen you are currently conducting a review of the equipment on the playing field as per the "play area working group terms of reference" document published on 9<sup>th</sup> September 2024, this document suggests that you are currently looking at ways to fund new equipment for the playing field, the sale of this land could potentially assist the funds needed to add new equipment.

Currently this strip of land partially houses a climbing frame and to my knowledge it's the same climbing frame I played on as a child, therefore; has been on the playing field for numerous years. By trade I am a fabricator and welder and should the council wish to keep this climbing frame on the playing field, I would be willing to assist in the refurbishment of this equipment, failing this I could create new so there is no loss of apparatus for the community.



Thank you for taking the time to read this letter, I'm eager to receive your response

REDACTED