



RUSHCLIFFE BOROUGH COUNCIL

Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

Rushcliffe
Borough Council

NOTICE OF LISTED BUILDING CONSENT

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT
1990

Mr Barlow
c/o Mr Jonathan Wall
30 Packington Hill
Kegworth
DE74 2DF

REFERENCE NO : 26/01032/LBC

APPLICANT : Mr Barlow

DEVELOPMENT : Replace existing softwood timber windows and doors with bespoke
hardwood timber windows and doors

LOCATION : 16 Fern Road Cropwell Bishop Nottinghamshire NG12 3BU

RUSHCLIFFE BOROUGH COUNCIL having considered an application, which was
validly submitted on 16 June 2026, for the above development hereby in pursuance of
their powers under the above-mentioned Act,

GRANT LISTED BUILDING CONSENT

For the development as described in the application, subject to compliance with the
following conditions:

1. The development must be begun not later than the expiration of three years
beginning with the date of this permission.

[To comply with Section 18 of the Planning (Listed Buildings &
Conservation Areas) Act 1990].

2. The development hereby permitted shall be carried out strictly in
accordance with the following approved plans and documents ref:

- Proposed Plans and Elevations Drwg. No. 26-02—03004-A submitted
with the application on 16 June 2026.
- Heritage Planning Statement submitted with the application on 11
June 2026.

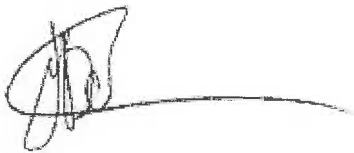
[For the avoidance of doubt and to comply with policy 1 (Development
Requirements) of the Rushcliffe Local Plan Part 2: Land and Planning
Policies].

works, irrespective of the degree of variation, will constitute unauthorised works, would be a criminal offence and would be liable for enforcement action, b) You or your agent or any other person responsible for implementing this consent should inform the Local Planning Authority immediately of any proposed variation from the approved plans and ask to be advised as to the best method to resolve the matter.

This Listed Building Consent is granted subject to conditions, and it is the owner and the person responsible for the implementation of the works who will be fully responsible for their compliance throughout the works and beyond.

All new works unless specified on the approved plans and works of making good, whether internal or external, should be finished to match the adjacent work with regard to the methods used and to material (which may include lime plaster or lime mortar), colour, texture, and profile.

Any site notice displayed for the purpose of this application may be removed following the issuing of this decision. The location of any notices displayed can be viewed on the Council's website at <http://planningon-line.rushcliffe.gov.uk>



Authorised Officer on behalf of Rushcliffe Borough Council
10th August 2026

If you have not already made a Building Regulations application we would recommend that you check to see if one is required as soon as possible. Help and guidance can be obtained by ringing 0115 914 8459, or by looking at our web site at www.rushcliffe.gov.uk/buildingcontrol



RUSHCLIFFE BOROUGH COUNCIL

Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

Rushcliffe
Borough Council

NOTICE OF PLANNING PERMISSION

TOWN & COUNTRY PLANNING ACT 1990

Oliver Melliard
c/o Jonathan Metcalfe
53 Low Street
Newark
Nottingham
NG23 7LS

REFERENCE NO : 26/00676/FUL

APPLICANT : Oliver Melliard

DEVELOPMENT : Erection of 2 additional units and associated Parking

LOCATION : Canalside Industrial Park Kinoulton Road Cropwell Bishop
Nottinghamshire

RUSHCLIFFE BOROUGH COUNCIL having considered an application, which was validly submitted on 15 April 2026, for the above development hereby in pursuance of their powers under the above-mentioned Act,

GRANT PLANNING PERMISSION

For the development as described in the application, subject to compliance with the following conditions:

1. **The development must be begun not later than the expiration of three years beginning with the date of this permission.**

[To comply with Section 91 of the Town and Country Planning Act 1990, as amended by the Planning & Compulsory Purchase Act 2004].

2. **The development hereby permitted shall be carried out in accordance with the following approved plans: Location & Site Plan; East & West Elevations; North & South Elevations; Ground Floor & Roof Plan received on 15 April 2026.**

[For the avoidance of doubt and to comply with policy 1 (Development requirements) of the Rushcliffe Local Plan Part 2: Land and Planning Policies].

require approval of a biodiversity gain plan before development is begun. Further information about this statutory condition is set out below within the notes.

This permission does not give any legal right for any work on, over or under land or buildings outside the application site ownership or affecting neighbouring property, including buildings, walls, fences and vegetation within that property. If any such work is anticipated, the consent of the adjoining land owner must first be obtained. The responsibility for meeting any claims for damage to such features lies with the applicant.

This grant of planning permission does not alter the private legal situation with regard to the carrying out of any works involving land which you do not own or control. You will need the consent of the owner(s) involved before any such works are started.

The provisions of the Party Wall Act 1996 may apply in relation to the boundary with the neighbouring property. A Solicitor or Chartered Surveyor may be able to give advice as to whether the proposed work falls within the scope of this Act and the necessary measures to be taken.

You are advised to ensure disturbance to neighbours is kept to a minimum during construction by restricting working hours to Monday to Friday 7.00am to 7.00pm, Saturday 8.00am to 5.00pm and by not working on Sundays or Bank Holidays. If you intend to work outside these hours you are requested to contact the Environmental Health Officer on 0115 9148322.

Biodiversity Net Gain Condition

Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

Under Regulation 4 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024 the statutory biodiversity gain condition required by Schedule 7A to the Town and Country Planning Act 1990 (as amended) does not apply in relation to planning permission for development which:

- i. does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and
- ii. impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (a hedgerow habitat or watercourse habitat identified for the purposes of the biodiversity metric).

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such does not require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at <https://www.gov.uk/guidance/biodiversity-net-gain>.

Irreplaceable habitat If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

Effect of Section 73(2D) of the 1990 Act Under Section 73(2D) of the Town and Country Planning Act 1990 (as amended) where -

Dear Sir/Madam,

Reference Number: 26/01242/FUL

Applicant: Tom Robinson

Development: Single storey side extension/garage. Erection of 2 metre high fencing side and rear boundary. New front porch canopy roof. New drop kerb to front.

Location: 51 Cooper Close Cropwell Bishop Nottinghamshire NG12 3DL

Your views as Town Council/Parish Council/Parish Meeting are requested on the above proposals. If you wish to comment on this application, please submit your observations online as soon as possible, but no later than 13 August 2026.

To make comments on the proposals, please go to <https://planningonline.rushcliffe.gov.uk/online-applications/> and log in using your consultee details. If you are registered as a consultee, details of the application will be available in your in-tray. Alternatively, you can enter the application reference number in the search facility to view the plans and documents associated with the application, and can submit your observations through the comments tab.

When submitting your comments online, please indicate clearly whether you object, do not object/support or have no comment for or against.

The Case Officer for this application is Nicholas Ford, who can be contacted on extension 534.

Andrew Cullen

Planning Manager - Development



Rushcliffe
Borough Council

Email:
customerservices
@rushcliffe.gov.uk

Telephone:
0115 981 9911

www.rushcliffe.gov.uk

Postal address
Rushcliffe Borough
Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG



Dear Sir/Madam,

Reference Number: 26/01317/FUL

Applicant: Mr & Mrs Callon

Development: Erection of a detached dwelling (self-build) with a detached garage/workshop, following demolition of existing dwelling and stable.

Location: 19 Colston Road Cropwell Bishop Nottinghamshire NG12 3BJ

Your views as Town Council/Parish Council/Parish Meeting are requested on the above proposals. If you wish to comment on this application, please submit your observations online as soon as possible, but no later than 8 September 2026.

To make comments on the proposals, please go to <https://planningonline.rushcliffe.gov.uk/online-applications/> and log in using your consultee details. If you are registered as a consultee, details of the application will be available in your in-tray. Alternatively, you can enter the application reference number in the search facility to view the plans and documents associated with the application, and can submit your observations through the comments tab.

When submitting your comments online, please indicate clearly whether you object, do not object/support or have no comment for or against.

The Case Officer for this application is Nicholas Ford, who can be contacted on extension 534.

Andrew Cullen

Planning Manager - Development



Rushcliffe
Borough Council

Email:
customerservices
@rushcliffe.gov.uk

Telephone:
0115 981 9911

www.rushcliffe.gov.uk

Postal address
Rushcliffe Borough
Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG



Financial Statement July 2026

Balance Brought F/wd.	175,556.07	Payments	17,881.66
Bookings	805.00		
Saturday Café June	70.00		
TLF Field Rent	90.00		
CCLA Interest	317.52		
HMRC VAT Qtr.1	275.22	In Hand	153,881.89
BALANCE	171,763.55		171,763.55

Bank Reconciliation

Current A/C 31/7/26	71,533.96	
CCLA Invest. A/C 30/06/26	98,854.56	153,824.19
Less O/S Payments	92.30	153,731.89
Plus Cash In Transit	0.00	153,731.89
Plus Cash In Hand	150.00	153,881.89

April – July 2026 Cumulative

Balance Brought F/wd.	122,181.10	Total Payments	43,514.36
Total Income	75,215.15		
Bank Interest	0.00	In Hand	153,881.89
Balance	197,396.25	Balance	197,396.25

Restricted Funds

Parish Plan Reserves	413.60
M. Allan Bequest	619.73
CIL	7,849.12
Old School Roof	16,440.00
TOTAL	25,322.45

Statement of Account

Mrs Janice Towndrow
The Old School, Fern Road
Cropwell Bishop
Nottingham
NG12 3BU

5 July 2026

Account name: **CROPWELL BISHOP PARISH COUNCIL**
Account number: **[REDACTED]**
Statement period: **31/05/2026 to 30/06/2026**

Account summary

Total valuation as at 30 June 2026 **£98,854.56**
Total valuation as at last statement at 31 May 2026 **£98,537.04**

Holdings as at 30 June 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [REDACTED]	98,854.5600	£1.00	£98,854.56
			Total value
			£98,854.56

Transactions for the period from 31 May 2026 to 30 June 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/06/2026	Income Reinvestment	317.5200	£1.0000	£317.52

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Financial Statement August 2026

Balance Brought F/wd.	153,881.89	Payments	5,948.47
Bookings	490.50		
Saturday Café July	35.00		
CCLA Interest	311.12		
C/News Ads	52.80	In Hand	148,822.84
BALANCE	154,771.31		154,771.31

Bank Reconciliation

Current A/C 26/8/26	49,556.79		
CCLA Invest. A/C 31/7/26	99,165.68	148,722.47	
Less O/S Payments	49.63	148,672.84	
Plus Cash In Transit	0.00	148,672.84	
Plus Cash In Hand	150.00	148,822.84	

April – August 2026 Cumulative

Balance Brought F/wd.	122,181.10	Total Payments	49,462.83
Total Income	76,104.57		
Bank Interest C/A	0.00	In Hand	148,82.84
Balance	198,285.67	Balance	198,285.67

Restricted Funds

Parish Plan Reserves	404.00
M. Allan Bequest	619.73
CIL	7,849.12
Old School Roof	16,440.00
TOTAL	25,312.85



Accounts



Payment and transfers



Search transactions



Approvals



Payees



Reports & Statements



Products and Services



Cheques



Settings



Manage your accounts on the go with our Business Banking App. Pay new and existing payees, check your balances and search two years of transactions, with new and exciting features coming soon. Subject to eligibility. [Learn more](#)

Accounts

Shortcuts

→ Save a new payee

→ **Make a UK payment**

→ [View statements and reports](#)

→ **Make an international payment**

- Transfer money between my accounts

Accounts

Your balance as of 26/08/2026 at 10:23

All accounts(1)

Current(1).

Savings(0)

Loans(0)

Account
nickname

Sort code

Account
number

Account type

Balance

CROPWELL BIS
HOP PARISH C
OUNCIL

CHARITY AND
COMMUNITY
BANK
ACCOUNT

£ 49,556.79
£ 0.00 overdraft

Actions

Credit card(0)

Statement of Account

Mrs Janice Towndrow
The Old School, Fern Road
Cropwell Bishop
Nottingham
NG12 3BU

5 August 2026

Account name: **CROPWELL BISHOP PARISH COUNCIL**
Account number: **[REDACTED]**
Statement period: **30/06/2026 to 31/07/2026**

Account summary

Total valuation as at 31 July 2026 **£99,165.68**
Total valuation as at last statement at 30 June 2026 **£98,854.56**

Holdings as at 31 July 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [REDACTED]	99,165.6800	£1.00	£99,165.68
			Total value
			£99,165.68

Transactions for the period from 30 June 2026 to 31 July 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/07/2026	Income Reinvestment	311.1200	£1.0000	£311.12

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088), part of the Jupiter Group, is authorised and regulated by the Financial Conduct Authority. Registered address: The Zig Zag Building, 70 Victoria Street, London, SW1E 6SQ.

Payments Made July August 2026 Awaiting September 2026

Reference Page 217

Agenda Item 5c)

Payments Made July & August Since Last Meeting

[illegible]

Payment Awaiting September 2026

Crohn's & Colitis UK	22.7.26	Chq 301918	In Memory & Thanks to Sandra Hunt	£25.00	£0.00	£25.00
Amazon	19.8.26	C37	Devil Wears Prada 2 DVD	£9.16	£1.83	£10.99
Amazon	19.8.26	C38	Basin Mixer Tap Disabled Toilet	£11.37	£2.27	£13.64
TOTAL PAYMENTS				£45.53	£4.10	£49.63
				£23,463.57	£366.56	£23,830.13

Petty Cash - Clerk

	Inc.	Exp	Bal
Balance Brought Forward			£38.19
Refreshments		£7.20	£30.99
End Balance			£30.99

Petty Cash - Ranger/Lengthsman

	Inc.	Exp	Bal
Balance Brought Forward			£29.88
Fuel		£5.04	£24.84
End Balance			£24.84

Petty Cash - Caretaker

	Inc.	Exp	Bal
Balance Brought Forward			£4.18
End Balance			£4.18

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	N/A	N/A
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	N/A
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	N/A

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

NT0049 Cropwell Bishop Parish Council

ENTER PUBLIC ADDRESS <https://cropwellbishop-pc.gov.uk> PAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

27/04/2026

28/04/2026

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

28/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

NT0049 Cropwell Bishop Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/05/2026

and recorded as minute reference:

M. 26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[Signature] REQUIRED

[Signature] REQUIRED

ENTER PUBLIC WEBSITE ADDRESS <https://cropwellbishop-pc.gov.uk>

Section 2 – Accounting Statements 2025/26 for

NT0049 Cropwell Bishop Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	126,330	124,440	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	112,850	116,968 116,698	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	28,280	26,433	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	56,716	60,657	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	19,293	19,293	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	67,011	65,428 65,458	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	124,440	122,463	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	124,440	122,463	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,429,044 960,044	1,429,044	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	189,223	179,018	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

J Lowndrow
Date 28/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

05/05/2026

as recorded in minute reference:

M. 27

Signed by Chair of the meeting where the Accounting Statements were approved

J Lowndrow

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Cropwell Bishop Parish Council – NT0049

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2026/27 for the exercise of public rights, since the correct information was not published on the website. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2026/27 and ensure that it makes proper provision for the exercise of public rights during 2027/28.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

22/07/2026

Cropwell Bishop Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Cropwell Bishop Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Cropwell Bishop Parish Council on application to: (a) <u>JANICE TOWNDROW - PARISH CLERK / RFO</u> <u>THE OLD SCHOOL, FERN ROAD</u> <u>CROPWELL BISHOP, NOTTS NG12 3BU</u> <u>CLERK@CROPWELL BISHOP - PC.GOV.UK</u> (b) <u>MONDAY - THURSDAY 9.30 AM - 2.30 PM</u> <u>2ND SEPTEMBER 2026 - 23RD SEPTEMBER 2026</u> 3. Copies will be provided to any local government elector of the area on payment of £3.00 (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>JANICE TOWNDROW</u> <u>PARISH CLERK + RFO</u> Date of announcement: (e) <u>21/09/2026</u>	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
--	--

Janice Towndrow - Parish Clerk

From: Sarah Trevers <[REDACTED]>
Sent: 24 August 2026 10:16
To: Janice Towndrow - Parish Clerk
Subject: Re: Cropwell Bishop Primary School - Play Area Fundraising
Attachments: CBQ 1007 3A Cropwell Bishop Primary School.pdf; CBQ1007_A Cropwell Bishop Primary School.pdf

Hi Janice

I hope that you are well and enjoying the summer.

Thank you for considering my email about Phase 2 of the Play Area project at the next meeting in September. To aid with this discussion I have attached the final quotation for the Space Frame that was agreed with Fawns and School a few weeks ago. The total for the purchase and installation is £9,407.75.

We are already doing well with our fundraising, so far we have the following:

Sponsored Walk – £761 (ongoing as KS2 completing this in September)
Velo Sportif – £900
Summer Fair - £2,500
PloughFest – £192.52
Tea Towel Portrait - £350
Summer Term Disco - £520
Fim Night - £227
FOS Vinted Shop - £625
CoOp Community Fund: Currently received £500 – ends 17 October
Total So Far: £6,575.52

It would be great to get this equipment installed as soon as possible so that the children who have worked so hard with the fundraising get the maximum benefit! We are really grateful for the contribution the Parish Council made to Phase 1 and we really appreciate you discussing Phase 2 at the September meeting. If you need any further detail from me or a formal application form at this stage then please let me know.

Also, thank you so much for sending me the Fundraising Bulletin, we will look into the different funding opportunities detailed in it.

Many thanks

Sarah

On 13 Jul 2026, at 10:20, Janice Towndrow - Parish Clerk <clerk@cropwellbishop-pc.gov.uk> wrote:

Hi Sarah

Contact: Sarah Trevers

Created: 19-Aug-2026

Quote Ref: CBQ 1007

3 A

Play Consultant: Caitlin Butkevicius

Cropwell Bishop Primary School

Address: Stockwell Lane, Cropwell Bishop, Nottingham
NG12 3BX

Terms of Quotation:

Supply & Install

Payment on Completion

Valid for 14 Days

PHYSICAL PLAY AREA

QTY	CODE	DESCRIPTION	%	PRICE Ea	SAVING	TOTAL
1	sfcas	Space Frame - Cassini	-25%	£6,937.00	-£1,734.25	£ 5,202.75
1		Installation		£2,795.00		£ 2,795.00
1	duralawn	Cross Cut existing artificial grass to install posts and re-lay		£495.00		£ 495.00
1	d1	Delivery / Freight / Carriage		£520.00		£ 520.00
1	e1	Environmental Waste Disposal		£395.00		£ 395.00

Extra Duralawn has not been priced for repairs - if required, additional costs will apply

	Subtotal	£11,142.00
	Offer Discount	-£1,734.25
PHYSICAL PLAY AREA	TOTAL	£9,407.75

Optional Extra

QTY	CODE	DESCRIPTION	TOTAL	
1	w1	Site Security Fencing As standard Fawns use a temporary 1m High Orange Barrier throughout the installation. An additional cost for a more substantial fence option (2m High Heras Security Fencing) for the duration of works has been provided on your quote.	£550.00	£ 550.00
Optional Extra			TOTAL	£550.00

Project Notes

All installation prices are subject to a full site survey

For further guidance, please refer to our terms and conditions and additional information.
All prices quoted are exclusive of VAT. E & OE.

Prices assume a flat surface with good access and no unusual obstacles.
We assume the area we will be installing in has good drainage and does not hold any surface water. We have made no allowance for any additional drainage, if this is required.
Please advise if you have concerns for the drainage.

Extra Duralawn or Shockpad have not been priced for repairs - if required, additional costs will apply





Existing
Equipment

© 2006 The Authors
Journal compilation © 2006 Blackwell Publishing Ltd, *Journal of Internal Medicine* 260: 395–403

Application request for a grant from Cropwell Bishop Parish Council

Complete relevant boxes

Name of Organisation	CKOB Club
----------------------	-----------

Date of this application	18/8/26
--------------------------	---------

Name, address, telephone & e-mail details of contact person <i>(this person should sign the application)</i>	Jo Wroughton 07891694541 ckobyouth@btinternet.com
---	---

Project name	Annual Public Liability Insurance
--------------	-----------------------------------

Provide a brief description of the project and it's purpose (continue on separate sheet if necessary) The annual insurance cover required for us to run the village youth club is due on September the 8th. The cover includes protection for myself as the organiser of the CKOB.

How will the project benefit the residents of Cropwell Bishop It will ensure that the youth can have a safe and legally ran youth club.

Name of contact details of the group's treasurer (if different from the person completing this form) Jo. Wroughton (details as above)

Is the grant to pay for (tick box)	Running cost	Repairs	New provision
---------------------------------------	--------------	---------	---------------

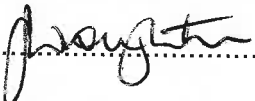
Over what period will the funding be of benefit e.g. grass cutting (two weeks), annual maintenance to boiler (1 year), provision of new kitchen (20 years) One Year

Provide breakdown of project cost
(provide copies of quotes obtained or invoices paid)

Quote from Insurance Company Attached
Sort Code 05 06 40 Account 39580240

Give details of project funding	Enter figures below
Total cost of project	£242.72
Your own funding	£42.72
Funding from others (provide details)	0
Funding requested from PC	£200.00

You must also include a copy of your last end of year accounts showing income and expenditure related to the project and cash or invested balances held by the group. In applying for a grant your organisation agrees to supply details in the future about the grant aided project.

Signed.....  by applicant

This application form should be submitted to:

Cropwell Bishop Parish Council , The Old School, Fern Road, Cropwell Bishop, Nottingham,
NG12 3BU

Telephone 0115 9894656

12 August 2026

Cool Kids of Bishop (CKOB CLUB)
19 Hall Drive
Cropwell Bishop
Nottingham
NG12 3DT

Our ref: AIS40418

INVOICE

Policyholder: Cool Kids of Bishop (CKOB CLUB)
Policy Type: Club Insurance
Policy Number: SC2100F260YR/1/3556
Renewal Date: 08/09/2026
Our Reference: AIS40418

Premium Due	£202.72
Our Fee	£40.00
Total Due	£242.72
Total Outstanding	£242.72

Your payment of £242.72 is due by 08/09/2026.

The premium should be paid by the due date to ensure that cover is maintained. In the event that the premium is paid AFTER renewal date, a new policy may be required and the premium payable and terms & conditions may change.

Payment Options:

BACS: If you wish to pay by BACS our details are as follows: Bank: Access Underwriting Ltd, HSBC, Sort Code: 40-46-20, Account Number: 41369962. (Please ensure you quote our reference: AIS40418 on the transaction).

Card: Please click on the link in your renewal email to pay by credit or debit card.

Cheque: Please make cheques payable to: "Access Underwriting Ltd" and post to Access Underwriting Ltd, Selsdon House, 212-220 Addington Road, South Croydon, Surrey CR2 8LD.

Janice Towndrow - Parish Clerk

From: Jennifer Kirkwood <JKirkwood@rushcliffe.gov.uk>
Sent: 03 July 2026 10:34
To: Jennifer Kirkwood
Subject: Save the Date – Town and Parish Conference 2026

OFFICIAL

Dear Town and Parish Clerks,

I am writing to let you know that the **Rushcliffe Town and Parish Conference** will be taking place on **Thursday 15 October 2026 at Rushcliffe Arena**.

Please save the date in your diaries and share this information with your councillors, as we would be delighted to welcome representatives from across our town and parish councils.

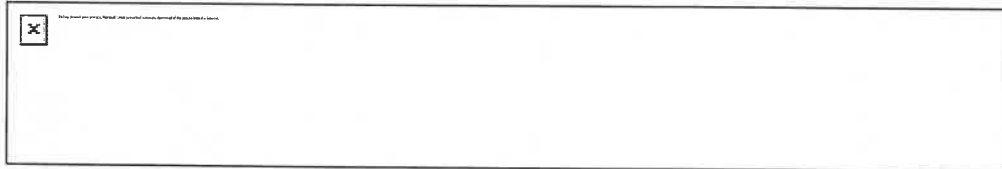
A booking form and draft agenda will be circulated shortly, but I wanted to give you advance notice to help with planning and diary management.

We look forward to seeing you there.

Jenny

Jenny Kirkwood

Rural Officer



This message and any attachments are for the named person's use only. It may contain information that is commercially sensitive, of a confidential nature or contain protectively marked material up to OFFICIAL (SENSITIVE) and should be handled accordingly. No confidentiality or privilege is waived or lost by any mistransmission. If you receive this message in error, please immediately delete it and all copies of it from your system, destroy any hard copies of it and notify the sender. You must not, directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient. Whilst every endeavour is made to ensure that any attached files are virus free, we would advise that a check be performed before opening. Rushcliffe Borough Council and any of its subsidiaries each reserve the right to monitor all e-mail communications through its networks. Any views expressed in this message are those of the individual sender, except where the message states otherwise and the sender is authorized to state them to be the views of any such entity. Rushcliffe Borough Council accepts no liability for any personal views expressed. Senders and Recipients of email should be aware that, under the General Data Protection Regulation and the Freedom of Information Act 2000, the contents of the message and any attachments may have to be disclosed in response to a request made under either piece of legislation. Any personal information that that you provide in response to this email, or in any other communication with the Council, will be processed in accordance with our responsibilities under data protection legislation. For further details please see our website for our Privacy Notice <https://www.rushcliffe.gov.uk/privacy-notice-and-policy/> Please consider the environment before you print this email.

Managing Change 2026: Town & Parish Conference

Guiding local councils through reform, resilience and renewal

Thursday 15 October 2026 Council Chamber – Rushcliffe Arena

- | | |
|-----------|---|
| 9.15am | Registration, Refreshments and Networking |
| 9.45am | Welcome
Cllr Abby Brennan – Deputy Leader, Rushcliffe Borough Council |
| 9.50am | Borough Priorities & Local Government Reorganisation: What It Means for You
Cllr Neil Clarke –Leader, Rushcliffe Borough Council & Adam Hill – Rushcliffe Borough Council CEO |
| 11.20am | Refreshments and Networking |
| 11.35am | Community Asset Transfer – Process and Procedure
Cara Prendergast, Assistant Director of Growth, Property and Projects, Rushcliffe Borough Council |
| 12.00noon | Supporting Local Councils: The Role of Notts ALC
Pat Woodfield, CEO Notts ALC |
| 12.30pm | Lunch and Networking |
| 1.20pm | Keeping Our Communities Safe: Open Q&A
Insp Timothy Cuthbert, Neighbourhood Policing Inspector for Rushcliffe |
| 1.40pm | Defibrillators: Saving Lives in Your Community
Andrew Allsop, Community Response Team, EMAS Community Trainer |
| 2.05pm | Cyber Security Essentials for Local Councils
Matthew Doar, ICT Operations Manager, Rushcliffe Borough Council |
| 2.45pm | Rushcliffe Reflections: Celebrating our Past & Learning for the Future
Derek Hayden, Communities Manager, Rushcliffe Borough Council |
| 3.00pm | Close |

81st AGM

19 June 2026

Dear Colleagues

This is to notify you that the 81st Annual General Meeting of Nottinghamshire Association of Local Councils will be held on **Wednesday 21 October 2026 from 1330 to 1630** at Calverton Village Hall, Park Road, Calverton, Nottinghamshire, NG14 6SA. This event is part of your membership with Nottinghamshire Association of Local Councils.

This notice is accompanied by **six forms** to be returned, one by 15 August 2026 and the remainder by 21 September 2026. Will all parish clerks please ensure that these papers are brought to the early attention of their council so that they can be acted upon within the required time limits and we encourage all of our members to be represented.

Form A - Appointment of Voting Delegates

In accordance with the constitution of the Association every member council is entitled to appoint **ONE** voting delegate to vote at the Annual General Meeting. That does not mean only one person from any council can attend the AGM, indeed we welcome the interest of all councillors and clerks, but to ensure fairness only those nominated can vote.

Form B - Nominations for the Election of Officers

This form can be used to make nominations for a position of office within the committee.

Form C - Nominations for the election of the Executive Committee

As per the constitution, any member council can nominate **ONE** councillor from within their council for election to sit on the executive committee.

Form D - Submission of Motions for Debate

Member councils are also entitled to submit motions to be debated at the AGM. A maximum of two motions will be debated and they must be of relevance to all or a majority of member councils. **Please note the earlier submission date for this form of 15 August 2026.**

Form E - Long Service Certificate Nominations

Certificates for long service are awarded at the AGM, but only if details are sent to the office prior to the AGM.

Form F – Royal Garden Party

Notts ALC can nominate individuals to be invited to a Royal Garden Party. When nominating a councillor it should be noted that they must not have attended a Royal Garden Party in any capacity previously, this is also the case for the accompanying person. Dates will be confirmed in January 2027.

Constitution

The Constitution dated 15 October 2025 is attached for your information.

Executive Committee Roles and Responsibilities

A document is attached explaining the roles and responsibilities of the Executive Committee members to assist with your nominations process.

The Agenda for the afternoon:

- **1330 Arrival and refreshments**
- **1400 Welcome – Notts ALC President**
- **1405 AGM – Chair, Executive Committee and voting from delegates**
- **1430 Keynote Speakers**
 - Theresa Hodgkinson, Local Government Reorganisation in Nottinghamshire
 - Bianca Rosetti, Centre for Ageing Better
- **1500 Refreshments and networking**
- **1520 Workshops/training sessions***
- **1545 Workshops/training sessions***
- **1610 Workshops/training sessions**
- **1630 Thanks and Close**

The workshop/training sessions will provide a range of options for each delegate to select including:

- Proper Practices for Councils, National Association of Local Councils
- FOI requests and Communications, Breakthrough Communications
- AI for Town & Parish Councils, Cloudy IT
- People Matters and Employment Update, WorkNest
- Questions Surgery, Notts ALC

Our wide range of exhibitor stands will be available throughout the event, except during formal AGM meeting, and we encourage you to meet and learn from suppliers and providers to Councils.

We look forward to meeting our members and welcoming you to the event.

Yours sincerely

Pat
Pat Woodfield (she/her)
Chief Executive Officer
Nottinghamshire Association of Local Councils

Agenda Item 7 – To Consider Change to Clerk Working Hours

The Clerk has expressed a wish to consider the change in working hours. The Clerk works 30 hours per week Monday to Friday 9.00am to 3.00pm currently.

The Clerk would like the council to consider changing these hours to 9.00am to 4.30pm Monday to Thursday so 30 hours working week would remain the same.

The Clerk has discussed this with the Chairman and is quite happy to be flexible to work a Friday should the need arise at such times where there are meetings that need attending, ad hoc emergencies or events require the Clerk to be in attendance.

If this is agreed the Clerk would like to start the hours from mid-September.

Agenda Item 9 – LGR, Shadow Unitary Elections & Parish Council Elections – 6th May 2027

Due to the recent Local Government Reorganisation decision, there will be Shadow Unitary Elections and Parish Council Elections on the 6th May 2027.

The shadow council will be elected to run alongside the existing councils for 1 year.

Parish Council Elections will also take place, but this will mean that Parish Councillors are standing for a 5-year term. This is to bring things in line for the next elections which will be in 2032.

Parish Councillors will have to bare this in mind when they make their decision to stand in the elections or not. It would be helpful for the Clerk to know who does and does not wish to re-stand to enable us to find some new candidates in time to put forward at the election.



CMBH Chairman's Monthly report July/August 2026

NEW BUILDING PROGRESS & FUNDRAISING

-Background work in terms of establishing the various elements that will be required for grant applications etc. continue to be set up, mainly driven by the never ending efforts of Pam Wregg and supported by some of the Committee.

-“Chillin’ in the Park” event held on Sat July 18th was successful in both fundraising and Village engagement with plenty of positive feedback, so a great BIG THANKS to all involved and especially to the three acts who played for free.

As this was a last minute, and one-off event, it meant that we had to set out our objectives very carefully and gamble on many elements including the weather. One benefit from this is that we have now seen potentially what works for us and will help in organising future events such as the Summer 2027 coming soon.

-As we come to the end of our Bric a Brac events the remaining items are to be taken to a third-party Car Boot sale where we hopefully can sell a good proportion of these. Any items not sold will be delivered to the Salvation Army and Dove Cottage Charity shops. Thanks to Bob and Mel Stanley for their work through the various Bric a Brac pushes and they will continue with “small items” for sale at the Saturday Cafe events.

-Obviously we can now focus on Christmas events and will be making sure that the Santa’s Sleigh run will be as successful as ever.

GENERAL

-We have had a Structural Survey carried out and await the full report and the good news is that there are no critical issues with the building, just the normal deterioration and movement expected in such a structure. This means that we can carry on using the Toilet and Kitchen facilities.

-Small amounts of maintenance are required including decoration to external doors which we have kindly had an offer from a resident decorator to carry out for us. We are still waiting for a quotation for more roof works which thankfully we haven’t required as yet, but no doubt will become an issue when the weather does eventually break.

-With regards to the Playing Field we have watched the grass gradually turning to a crisp and trust that it will recover eventually when we get some rain. There has been further rabbit activity on the field whereby starter holes are appearing which I cannot remember seeing in previous years, and so these need to be reviewed for repairs before they become hazards. The hedgerows along the newly fenced sections will require some cutting back to ensure that the grass cutting, when it is needed, can be taken as close to the fencing as practical.

-The top gates are becoming increasingly difficult to lock due to the movement of the support posts and so they will require addressing once the ground has settled back down.

PETANQUE

-The turnout for this activity has been very good considering on a couple of occasions we have had to cancel due to it being too hot. Our annual Christmas lunch has already been arranged and around 16 will attend. Takings for the Kitchen continue from this very social activity and some members have been volunteers on the main events.

Agenda Item 10b)



The Launch Field report July/August 2026

The Launch field ended their season early at the Memorial Hall on the 11th July making way for Chillin in the Park on the 18th July, before the start of the school holidays.

Training resumes on Saturday 5th September.

The Launch field are arranging a promotion at the Village School and village Facebook pages with posters at the Memorial Hall and postings on our Facebook pages.

P Wregg 25th August 2026

Agenda Item 11 – Ranger/Lengthsman Reports

The Ranger/Lengthsman has been busy clearing weeds and hay debris from the highways.

The Lengthsman has been attempting to make some decent edgings of grass on footpaths within the village.

A report has been done regarding blocked drains along Fern Road and Nottingham Road and reported to VIA for inspection. Cllr. Clarke followed this through with VIA on our behalf and the Clerk has received an email to say they are all going to be inspected. Some drains have already been marked for clearing.

The Ranger has been out and cut the grass within the village to remove the weeds and wispy grass that has been growing on the verges etc.

Agenda Item 13 – Transport

John Greenwood put the below schedule together for our residents to use which is very useful – thank you John.

This has been placed on the Facebook pages, Village Plan and will be in the September Cropwell News.



APPRECIATING OUR EARLY EVENING BUS SERVICE.

Whilst we can enjoy our local village pubs (The Chequers and Wheatsheaf), the introduction of additional early evening buses on our 12 and 833 bus services has provided opportunity for us to explore further afield, leave the car at home and enjoy a more relaxed trip to a pub or restaurant without the worries of driving and parking. Here are a few suggestions:-

Taking the 12C from Church St. (by the old school house) at 1713 or 1813

- A 10 minute trip **to Cotgrave** gives access to the leisure centre, various takeaways and pubs. There is a return 12C bus from Candleby Lane at 1745, 1849 or 2049.
- A 20 minute trip takes us **to Morrisons**, the Hickory Smoke House and The Lock at Gamston. The 12C returns to Cropwell Bishop from Ambleside/Morrisons at 1835 or 2035.
- A 30 minute trip and we are at **West Bridgford, Central Avenue**, with its many restaurants. The 12C returns from Central Avenue at 2028.
- A 35 minute trip takes us to at **Trent Bridge** with more pubs and Restaurants. The 12C bus back to Cropwell from Victoria Embankment is at 2024.
- After 45 minutes we arrive in **Nottingham City**. The last return 12C bus is at 2010 from the Victoria Centre or 2015 from Angel Row.

Taking the 12C from Church St in the other direction (by Stackyard Close) at 1755 or 1859

- A 3 minute ride takes us to the Plough at **Cropwell Butler**. The 12C returns at 1915 and 2115.
- An 8 minute ride takes us to the Turning Circle at **Upper Saxondale** for a short walk to the Venezia restaurant. The 12C returns at 2110.

Taking the 833 to Bingham from Church St. at 1703 or 1803

- The 833 (along with the 747 to Radcliffe at 1725) provides an alternative service to Cropwell Butler and Upper Saxondale (but we need to use the 12C at 2110 from Upper Saxondale to return to Cropwell Bishop!)
- A 22 minute ride on the 833 takes us to **Bingham** with its many pubs and restaurants. There is no direct return bus but we can take the Mainline at 2040 (or 90 at 2042) from Bingham to A52 Henson lane. Then walk up Henson Lane (about 8mins) to catch the 12C from Upper Saxondale turning circle at 2110 back to Cropwell Bishop.

I hope these suggestions are helpful – Enjoy your outings.

For timetables, vehicle tracking etc. try <https://bustimes.org/localities/cropwell-bishop> or the helpful Nottingham City Transport site <https://www.nctx.co.uk/plan-your-journey>

The NCT single fare is £3 reducing to £2 for journeys after 7pm. (all single fares will be £2 from Jan 2027!).

John Greenwood, August 2026

Agenda Item 14a) Mill Lane

The attached emails are with regard to the ownership of Mill Lane which Jonathon Good is trying to establish.

As such Jonothan has requested a Definitive Map Modification Order (DMMO) and requires the Parish Council to respond to the emails to the Public Right Of Ways Team.

The suggested response from the parish council is below – this will require the Parish Council to approve this statement prior to the Clerk responding.

“To the best of our knowledge, the Parish Council does not have any information regarding ownership or liability in respect of Mill Lane and has not been able to ascertain any information in this regard. Nor does it have any knowledge of any legal agreements or otherwise in respect of the frontage of the Coop supermarket”

Janice Towndrow - Parish Clerk

From: Jonathan Good [REDACTED]
Sent: 24 August 2026 10:58
To: Janice Towndrow - Parish Clerk
Subject: Fwd: URGENT: Schedule 14 Paragraph 2(2) Direction Request - DMMO Application - Mill Lane, Cropwell Bishop, NG12 3BT

Jan

For information the notice has to be given by me using a prescribed form which I would laminate and put up on Mill Lane in the usual places.

If this is not done 'by the book', NCC can later reject any Definitive Map Modification Order (DMMO) application made as invalid - sometimes years after the event, which can be frustrating and waste a lot of time. Although not strictly needed, I will also send copies to everyone on the Lane.

Also please note that the prescribed form specifically provides contact details for the NCC Rights of Way Team, for anyone to contact in case of questions or asking for further details. So any questions can be referred to Dan etc.

Kind regards
Jonathan

MMO

----- Forwarded message -----

From: Jonathan Good [REDACTED]
Date: Mon, Aug 24, 2026 at 10:23 AM
Subject: Re: URGENT: Schedule 14 Paragraph 2(2) Direction Request - DMMO Application - Mill Lane, Cropwell Bishop, NG12 3BT
To: Dan Boys <Dan.Boys@nottsc.gov.uk>, Janice Towndrow Parish Clerk <clerk@cropwellbishop-pc.gov.uk>
Cc: Countryside Access <countryside.access@nottsc.gov.uk>, Neil Lewis <neil.lewis@nottsc.gov.uk>

Hello Jan

Please see the request for you below. Previously the Parish Council have confirmed that they do not have the resources to adopt Mill Lane or support its recognition as Common Land.

Dan

In case Janice needs to take your request before the next Parish Council meeting on 1 September, I would be obliged if you please confirm the statutory reference or otherwise to support your request. Many thanks.

Kind regards
Jonathan Good

On 24 Aug 2026, at 09:37, Dan Boys <Dan.Boys@nottsgov.uk> wrote:

Dear Jonathan,

Thank you for your application for a formal direction under Paragraph 2(2) of Schedule 14 to the Wildlife and Countryside Act 1981 to erect notices for the attention of the owner/occupier of unregistered land.

To satisfy this, the DMMO application needs to be submitted along with evidence (an email thread is acceptable) that you have contacted the parish council to enquire about ownership of the unregistered land.

Once the council is satisfied that the application has been duly made and that landowners can't be traced then you will be given the authority to erect the notice(s).

Best wishes

Dan Boys

Commons, Village Greens and Definitive Map Officer (part-time)
Countryside Access Team | Place Department
Nottinghamshire County Council | County Hall
West Bridgford | Nottingham | NG2 7QP
0115 8042174

From: Jonathan Good <j.good@nottsgov.uk>

Sent: 23 August 2026 16:26

To: Countryside Access <Countryside.Access@nottsgov.uk>; Neil Lewis <neil.lewis@nottsgov.uk>; Dan Boys <Dan.Boys@nottsgov.uk>

Subject: URGENT: Schedule 14 Paragraph 2(2) Direction Request - DMMO Application - Mill Lane, Cropwell Bishop, NG12 3BT

CAUTION: This email was sent by an external email address. Please do not click on any links or download any attachments unless you know it originates from a trusted source.

Dear Public Rights of Way Team,

As you know, I am currently preparing a Definitive Map Modification Order (DMMO) application to modify a public right of way over the remaining open section of an ancient town lane now Mill Lane, Cropwell Bishop, NG12 3BT.

Historical evidence from the 1804 Enclosure Award confirms that this route was an existing ancient town lane prior to enclosure. The Commissioners deliberately preserved this final length to prevent ancient homesteads to the rear from being marooned. Because it was an established public highway prior to 1804 and was not explicitly allotted to any frontagers by the Commissioners, the legal subsoil of the lane remains vestigial manorial land or has reverted to the Crown as *bona vacantia*.

Modern Land Registry searches confirm that the substrate of this lane corridor is entirely unregistered. As the historic manorial or Crown subsoil owners are completely untraceable after reasonable inquiry, I hereby apply for a formal direction under **Paragraph 2(2) of Schedule 14 to the Wildlife and Countryside Act 1981**. This will allow me to

Janice Towndrow - Parish Clerk

From: Jonathan Good <~~Jonathan.Good@parish-clerk.com~~>
Sent: 09 August 2026 14:20
To: Janice Towndrow - Parish Clerk
Subject: Re: Mill Lane, Cropwell Bishop
Attachments: Possible layout of DMMO.pdf

Hello Jan

Hopefully you will see my recent email after you return from holiday. Just to add, it occurs to me that some may feel that reinstating a driveway across the front of the Co-op might well present a possible solution for many of the traffic problems by creating an 'In' and 'Out' entrances as attached. Although, it would clearly leave the long standing deficit in possible parking available worse.

Kind regards

Jonathan

On Sun, Aug 9, 2026 at 1:05 PM Jonathan Good <jonathanwgood@gmail.com> wrote:

Dear Mr Naish MP,

As a constituent, I am contacting you because I understand you take a keen interest in the critical challenges facing our village. For this reason, I would like to share a formal Letter of Intent attached which I have served upon the County Council's Chief Legal Officer and Head of Highways.

For over 60 years, the County Council appears to have sought to evade its maintenance responsibilities on Mill Lane in Cropwell Bishop by insisting it is an unadopted 'occupation lane'—an historical term with no modern statutory meaning. It has become clear that the Highways Team habitually refuses to answer concerns directly. Instead, they operate a well practiced system whereby they systematically rewrite awkward questions into a false format to enable them to push out generic, pre-rehearsed refusals. They have now closed my formal complaint, and their failure to address the core legal issues has clearly revealed their complete lack of administrative competence.

I am alarmed that the consequences for Cropwell Bishop could be very damaging.

Immediate Public Safety Risks: Those living on Mill Lane long know the blind junction where Mill Lane meets the main street poses a lethal risk to unseen cyclists and pedestrians, compounded by a council-created parking order that blocks emergency services and refuse vehicles.

A 50-Year Safety Solution Ignored: Sixty years ago, the Parish Council asked the County Council to adopt Mill Lane, but their response was predictably inadequate. 50 years ago the Parish Council were instead able to support a pragmatic, local safety solution. The Brewery allowed a public vehicular cut-through across the frontage of what is now the Co-op and the Wheatsheaf pub car park, enabling drivers to exit Mill Lane safely.

Active Dismissal of Safety Concerns: But about 8 years ago, this accepted 'safe route' was deliberately closed by the development of a Co-op supermarket. When planning was submitted to the District Council (the Planning Authority), I was dissatisfied that the County Council's highways consultation response blithely ignored the closure of this vital 'safe route'. Accordingly, I wrote directly to the County Highways Officer concerned to express my disappointment and to point out his oversight. In his written reply to me, he actively defended his department's limp response, justifying his failure to object by explaining the longstanding access route was a 'purely private matter which could be closed at any time'.

Potential impact on the Co-op and Pub: I have now discovered that the Highways Officer's advice was entirely wrong in law. Because the entire village and much of the surrounding area used that route to enter the pub car park from Mill Lane for decades, a statutory public right is likely to have been established under Section 31 of the

Highways Act 1980, and these mechanised vehicle rights then subsequently preserved under a strict legal exception in the NERC Act 2006.

To try and resolve these issues caused by decades of deliberate neglect, I believe I can only seek a formal Definitive Map Modification Order (DMMO) to reinstate a public driveway right across the Co-op frontage. I realise this is somewhat of a nuclear option which would also rob the Wheatsheaf pub and the Co-op of much of their parking, and so severely disrupt the very hubs our village depends upon. But regrettably I am left with no choice.

I will be forced to address the issues in this way, because the Council simply refuses to engage honestly. If you share these concerns, I believe it would be a huge service to the village if your office would contact the County Council's Chief Executive to ensure their legal and highways teams address these historic rights of way and the associated safety concerns properly and frankly head my rather blunderbuss approach off at the pass, rather than allowing the county Council to continue spinning obvious administrative fictions.

Yours sincerely,

Jonathan Good

Janice Towndrow - Parish Clerk

From: Gill McKinnon <gill.treewarden.cbpc@gmail.com>
Sent: 13 July 2026 09:04
To: Janice Towndrow - Parish Clerk
Subject: CB Tree Warden Report July 26

Hi Jan,

Not sure when the next PC meeting is but I guess it must be soon, and it's been about 3 months since my last report, so here's an update....

As the PC are aware, we now have a second tree warden on board (Sebastian Ellis). We both attended a tree identification course last month, which was held at Rushcliffe Country Park and organised by Rushcliffe Council. It was a really useful day which we both benefitted from. It was all about identifying trees when they are in leaf. We are hopeful that there will be a follow on course later in the year about identifying them in winter.

Apart from that, my time has mainly been spent recording the trees in Cropwell Bishop. So far I have surveyed around 70 of them, covering the area at the Cropwell Butler Road end of Hoe View as well as the 'middle greens'. There are still plenty more to do!

I have noticed that several young trees on Cropwell Meadow have died. I'm not sure whether this is through lack of water or something else, but I guess it's quite common that new build estates have these trees planted that then get neglected. I haven't yet recorded what's there, so will have a better idea of the state of things once I have done that, which will maybe give me something to feed back to the company responsible for the management of that estate.

That's it for now Jan!

Cheers,

Gill