

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/Time: Tuesday 2nd September 2025 at 7.00 pm.

Location: The Parish Office @ The Venue, Navenby.

Present (Cllrs): Mr M Burt (Chair); Mrs E Carless (Vice Chair); Mr K Gunning; Mr C East; Mrs J Thompson-Burt; Mrs S Munton; Mrs C Hall; Ms M Butler.

In Attendance: Mr A Callander (Parish Clerk); Ms S Letham (Asst Clerk/RFO)

1. **Chairman's Welcoming Remarks.** The Chair welcomed everyone to the meeting, particularly those about to be co-opted, and advised he would add context to agenda items where possible for new councillors, noting they could abstain in votes where they felt they had insufficient knowledge. Furthermore, there were some unanticipated expenses incurred throughout July/August to deal with, so the meeting was likely to last longer than usual.

2. **Public Session.** A resident, Mr Marvin, reported a grounds maintenance issue at Roman Close, where tree stumps left by council work were causing overgrowth encroachment on property fences and rodent issues. The tree stumps needed to be removed so that the area could be cleared of undergrowth. The Chair advised that, while not responsible for maintenance of the specific area, the Parish Council would investigate and approach NKDC on behalf of the resident. Mr Marvin would send more information and pictures by email.

3. **To consider and approve the co-option of new Councillors to replace Cllrs Rooney, Watts, Lamyman and Baker.**

a. After consideration it was proposed by Cllr Thompson-Burt and seconded by Cllr Carless that Ms Marlene Butler be co-opted onto the council. All Cllrs voted in favour of the motion.

b. After consideration it was proposed by Cllr Gunning and seconded by Cllr Thompson-Burt that Mrs Christine Hall be co-opted onto the council. All Cllrs voted in favour of the motion.

c. After consideration it was proposed by Cllr Thompson-Burt and seconded by Cllr Gunning that Mr Dean Miller be co-opted onto the council. All Cllrs voted in favour of the motion.

d. After consideration it was proposed by Cllr Thompson-Burt and seconded by Cllr Gunning that Mrs Sara Munton be co-opted onto the council. All Cllrs voted in favour of the motion.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

4. **Apologies for absence and declarations of interest in accordance with the requirements of the Localism Act 2011.** Consider any applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.

Absences: None.
Declaration of Interests: None.

5. **To consider and sign the minutes from the previous Parish Council Meeting, held on 1st July 2025.** It was proposed by Cllr Carless, seconded by Cllr Gunning and thereafter resolved that the minutes from the previous PC meeting held on 1st July 2025, should be accepted as a true record of the meeting. All Cllrs voted in favour of the motion. The Clk updated Cllrs on outstanding actions from previous meetings.

6. **To consider the financial report and authorise payments (Appendix A).** The RFO briefed Cllrs on the Financial Status Sheet. After consideration, it was proposed by Cllr Carless, seconded by Cllr Gunning and thereafter resolved that all expenses listed in Appendix A were authorised. All Cllrs voted in favour of the motion.

7. **To consider updates from District/County Councillors.** Cllr Overton had sent her apologies and written to advise of two public CVSAG meetings at Welbourne on 25th September (7pm) and Thorpe on the Hill on 8th September (7pm). The Chair indicated he would attend the Welbourne meeting to speak in support. Councillor Hagues had provided a monthly newsletter and advised that the Remembrance Day event on 9th November would take place in Navenby this year. The Chair indicated he would attend.

8. **To consider updates from local police.** The online Lincs Police parish council engagement session will take place on 16th September at 6-8pm. All Councillors were encouraged to attend.

9. **To consider Planning Matters.**

a. **Planning Applications.** Nil.

b. **Correspondence.**

Ridge View Lowfields Navenby. 25/0462/FUL. Alterations to existing building to include external cladding, raising the height and replacing the roof together with new windows and additional landscaping following grant of application 24/1462/PAR which allowed the building to be used as a flexible use (contractors workshop, office and store) Class B2. Approved.

J. E. Porter Ltd Barn Farm Church Lane. 25/0548/FUL. Erection of agricultural storage building, farm office, integrated crop sprayer shed, open side tractor shed/chemical

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

store building and grain store with integral dryer, ancillary grain silos, water storage tank, hardstanding, access and drainage attenuation system. Approved.

c. Tree Conservation.

The Coach House, 1A High Street. 25/1008/TPO. T1 - Walnut - Large branch overhanging 1 High Streets Garden, proposing to undertake drop crotching on the limb. No comments or objections.

32A Clint Lane. 25/0970/TCA. T2 - Black Thorn - Remove to low stump. T3 - Walnut - Reduce by 3/4m in height and spread. No comments or objections.

10. To consider correspondence – future maintenance of St Peter’s Churchyard.

a. Need for the Parochial Church Council (PCC) to ensure the closed St Peter’s Churchyard is in a fit state for handover. The Clerk provided an update on handover of responsibility for maintenance of the closed St Peter’s Churchyard. The Parish Council had submitted its application to handover responsibility to NKDC on 8th August 2025. NKDC had responded on 29th August, after taking legal advice, indicating that the PCC of St Peter’s Church must ensure the churchyard is in decent order before handing maintenance responsibility to Navenby Parish Council (NPC). At the point of accepting the duty it is then upon NPC to ensure the site is in decent order before handing to NKDC. The responsibility for maintaining the closed churchyard therefore remains the responsibility of the PCC until the site is put into a decent state for handover.

Action: The Clerk will communicate this to St Peter’s Church, remain engaged with the PCC on the issue (particularly regarding tree safety), arrange to discuss the matter with the Lincoln Diocese, and investigate any potential issues that local government reorganisation might pose regarding eventual handover of the churchyard to NKDC.

11. Finance. The following timeline will apply for drafting the Financial Year 2026/2027 budget/precept for both the Parish Office and Councillor portfolios.

NLT 23 rd September	– advise Chair of all finances required for next year’s PC activities.
7 th October	– 1 st draft budget available for review at monthly PC meeting.
NLT 24 th October	– submit updates as required.
4 th November	– agree final version at monthly PC meeting.
2 nd December	- consider options for FY26/27 Precept, select preference.
6 th January	– backstop for Precept selection (if required).
NLT 31 st January	- RFO submits Precept bid to NKDC.

12. Caretaker Trial.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

a. **Need to cover vacancy.** The part-time caretaker employed by the NPC has recently resigned. After consideration, it was proposed by Cllr Gunning and seconded by Cllr Thompson-Burt to approve a 6-month trial of a contracted grounds/facilities maintenance person to cover this vacancy. This will include an increase in working hours from 20/mth to 40/mth to broaden the range of tasks undertaken, and the cost will be offset using the existing caretaker salary provision and a reduction in the use of the current Grounds Maintenance contract. All Cllrs voted in favour of the motion.

b. **Action.** The Clerk is to initiate the trial with the new contractor asap, defining his responsibilities and a programme of work, and reporting progress back to Cllrs.

13. Parish Clerk/RFO Working Hours Surge.

a. **Backlog of Work.** After consideration of the Clerk's proposal to break his and the RFO's workload into functional areas (e.g. governance, engagement, etc) in order to identify and rectify current shortfalls in plans, policies and processes, it was proposed by Councillor Thompson-Burt and seconded by Councillor Carless to approve a 4-month surge in Parish Clerk and RFO working hours with immediate effect until December 2025. This will increase the Clerk's hours from 20/wk to 25/wk, and the RFO's from 12/wk to 15/wk, which will increase the PC's salary bill by £3689.47 for this period, funded from within the money originally specified to buy three new speed indicator devices. All Cllrs voted in favour of the motion.

b. **Action.** The Clerk is to ensure Cllrs are given the opportunity to support the surge work programme and report progress back to Cllrs.

14. Increased Cemetery Charges.

a. **Shortfall in Maintenance Funding.** NPC has not increased cemetery fees since February 2023, we provide the cheapest service in the area, and the money raised by the cemetery does not cover the costs of its maintenance. After consideration, it was proposed by Councillor Gunning and seconded by Cllr Carless to increase current cemetery fees to those set out below. All Cllrs voted in favour of the motion.

<u>Charge:</u>	<u>Increase from/to:</u>
- Grave:	£220 – £500
- Bariatric Plot:	£1000
- Cremation Plot:	£100 – £250
- Interments with exclusive rights:	
Full size grave:	£100 – £150
Cremation:	£50 – £100
- Interments without exclusive rights:	
Still born:	no charge

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

1 month to 12 years:	£75 – £100
Over 12 years grave:	£320 – £650
Cremated in grave:	£300 – £600
Cremated in plot:	£150 – £350
Cremated in existing grave:	£100 – £200
- Headstones:	£100 – £150
- Vase:	£50 – £75
- Additional inscription:	£25 – £50
- Miscellaneous fees:	
Search:	£15 – £20
Certified Copy:	£10 – £20

b. **Start Date.** After consideration, it was proposed by Councillor Carless and seconded by Cllr Gunning to implement the increase to current cemetery fees from 1st October 2025. All Cllrs voted in favour of the motion.

c. **Action.** The Clerk is to publicise the new costs to the public and include a reminder of the requirement for memorials to be approved, and for personal mementoes to be kept off grassed areas and, in particular, areas adjacent to the plinth.

15. **Local Government Services Annual Pay Agreement 2025.** After consideration, it was proposed by Councillor Gunning and seconded by Cllr Thompson-Burt to approve implementation of the Local Government Services Pay Agreement 2025, noting rates have been increased by 3.20% and are applicable from 1st April 2025. All Cllrs voted in favour of the motion.

16. **Playparks.**

a. **Potential refurbishment of 20 Row playpark.** After consideration, it was proposed by Cllr Carless and seconded by Cllr Hall to approve exploratory work on refurbishing the 20 Row playpark. The work would examine what was required in the next one to three years with a focus on 2 to 6-year-olds' structure/format. Preliminary discussions with one play equipment provider suggests this could cost c£44K. The new slide already delivered needs to be considered as part of any changes. All Cllrs voted in favour of the motion.

b. **Action.** Cllr Thompson-Burt is to approach the community/primary school for inputs as well as investigate any available grants to support a refurbishment.

c. **Addressing issues found in this year's RoSPA inspection.** After consideration, it was proposed by Councillor Carless and seconded by Cllr Hall to authorise expenditure of up to £8000 for rectification of all Red/Amber issues raised in the 2025 ROSPA report for the playparks at North Lane and Twenty Row, and the exercise equipment at The

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Venue, plus refurbishment of the 'witch's hat' roundabout, the need for which was identified post-RoSPA inspection. The money budgeted for a new roundabout will be redirected to cover this unexpected expenditure. With 7 votes in favour and 1 against it was resolved that the Parish Council would spend up to £8000 on repairs and refurbishment of play and exercise equipment.

d. **Action.** The Clerk is to contact Kompan to initiate the outstanding repair and refurbishment work.

e. **Need to provide a robust maintenance programme for playparks.** The PC has a legal responsibility to ensure playpark users are not put at unreasonable risk of injury. After consideration, it was proposed by Councillor Carless and seconded by Cllr Hall to approve establishment of a contract for a quarterly inspection and maintenance programme costing up to £1200 pa for North Lane/20 Row play equipment and Venue outdoor gym equipment. This unexpected expenditure will also be taken from the money budgeted for a new roundabout. With 7 votes in favour and 1 against it was thereafter resolved that the Parish Council would establish a maintenance contract of up to £1200 pa. (*Chair's afternote: Kompan had not included the cost of the fourth annual inspection, which includes a formal written report, in their original quotation, so the total sum required is £1700. Based on the logic that Cllrs had accepted the maintenance regime to meet their legal responsibilities, the Chair has authorised the Clerk to move ahead with this new figure to avoid delaying the work required.*)

f. **Action.** The Clerk is to contact Kompan to initiate an inspection and maintenance programme

17. **Solar Speed Indicator Devices.** Because of the need to fund the surge in the Clerk and RFO's working hours (see para 13 above) it was agreed that the Parish Council would defer until next year the previously approved purchase of 3 x solar speed indicator devices for £10,000.

18. **Updates from Portfolios Holders:**

a. **Cemetery.** The Clerk is to discuss with Cllr Gunning what work the new Caretaker is to carry out at the cemetery.

b. **Highways.** Nothing to report.

c. **Play Areas.** Nothing further to report after Para 16.

d. **Library.** Nothing to report.

e. **Venue Trustee Chairman.** Nothing to report.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

- f. **Community Wellbeing.** The Youth Club/Youth Café was currently not represented on the Parish Council. **Action:** The Clerk is to approach the coordinator to ask for any issues/requirements to be passed to the Council through the Parish Office.
 - g. **Speed Indicator Device (SID).** Nothing to report.
 - h. **Defibrillators.** New Cllrs with an interest in defibrillators should approach Cllr Gunning for a briefing.
 - i. **Streetlamps.** Cllr Gunning advised he would investigate energy contracts as part of the FY26/27 financial bid for streetlamps to replace the current variable rates.
19. **Date & Time of next meeting:** 7th October 2025, 7.00pm.

Minutes Accepted: Original Signed by M J Burt (Chair) Date: 7th October 2025