

## NAVENBY WITH SKINNAND PARISH COUNCIL

### MEETING MINUTES

Date/Time: Tuesday 2<sup>nd</sup> December 2025 at 7.00 pm.

Location: The Parish Office @ The Venue, Navenby.

Present (Cllrs): Mr M Burt (Chair); Mrs E Carless (Vice Chair); Mr C East; Mrs C Hall; Ms M Butler, Mrs J Thompson-Burt, Mr D Miller

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.
2. **Public Session.** Five residents advised Cllrs of their views regarding LCC Highways' proposed 'No Waiting at Any Time' at Winton Road (from A607 to Winton Gardens). All residents expressed their disappointment regarding the proposed retention of a parking area on the south side of Winton Road. Residents considered that the proposed 'No Waiting at Any Time' restriction should extend, unbroken, along both sides of Winton Road otherwise parked vehicles would continue to restrict drivers' and pedestrians view when exiting from Winton Gardens, and the fundamental safety issue at the A607/Winton Road junction would not be addressed. Some residents indicated that if a parking area had to be retained, then it would be better placed on the other (north) side of Winton Road. Residents advised that near misses between vehicles continue to occur and that crossing Winton Road remains hazardous for pedestrians. One resident indicated that they had vehicle collision statistics available, and the Chair asked that these be passed to the Clerk. The Chair advised residents that the matter would be discussed as an agenda item later in the meeting.
3. **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.
4. **To consider and sign the minutes from the previous Parish Council Meeting, held on 2<sup>nd</sup> September 2025.** It was proposed by Cllr Carless, seconded by Cllr East, and thereafter resolved that the minutes from the previous PC meeting held on 4<sup>th</sup> November 2025, should be accepted as a true record of the meeting. All Cllrs voted in favour of the motion.
5. **To consider the financial report and authorise payments (Appendix A).** The RFO provided Cllrs with the Financial Status Sheet. After consideration, it was proposed by Cllr Miller, seconded by Cllr Carless, and thereafter resolved that all expenses (£6112.83) listed in Appendix A were authorised. All Cllrs voted in favour of the motion. As of 27<sup>th</sup> November, the PC Current and Deposit Accounts totals were £72,937.95 and £61,615.23 respectively.

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6. **To consider updates from District/County Councillors.** Councillor Hagues had provided her monthly newsletter.
7. **To consider updates from local police.** Nil.
8. **To consider Planning Matters.**
  - a. **Planning Applications.** Nil.
  - b. **Correspondence.**

Street Naming: Land off Lincoln Road, Navenby. No appeal has been made to Magistrates Court, and the name Campbell Court is therefore confirmed.

Notification of Decision. Bleak House Lincoln Road. 25/1208/HOUS. Proposed single storey rear extension incorporating raised patio terrace and reinstatement of timber frame porch to west elevation. Approved.

Notification of Town & Country Planning Act 1990 Breach of Condition 4 (Landscaping). Eleanor Gardens Development. 15/0031/FUL. Breach of Condition Notice issued in respect of identified breach of planning control on the Land. Failure to comply with the requirements of this Notice is a criminal offence.

Street Numbering: Birch Barn, Brickyard Lane, LN5 0LH. 11/0811. Change of name from The Barn.

Notification of Decision. Eastwood House 10A Clint Lane. 25/1182/HOUS. Proposed single storey rear extension. Approved.

Notification of Decision. 10 Maiden Well Lane. 25/1105/HOUS. Open sided carport attached to existing garage. Approved.

Notification of Decision. Former Butchers Processing/Production Building Gas Lane. 25/0347/FUL. Conversion of former butchers' processing/production building to 3 apartments. Approved.

- c. **Tree Conservation.** Nil.

9. **Highways – Maidenwell Lane junction temporary rubber kerb installation.** Cllr Miller updated Cllrs on the questionnaire to High Street/Maidenwell Lane residents regarding kerbs and related traffic concerns. There had been 14 responses to date, with 2 from residents of the High Street and the rest from Maiden Well Lane. All responses indicated parking in the area of the Maiden Well Lane junction and pharmacy is currently a problem. Twelve responders want

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the rubber kerb replaced with a permanent concrete structure; one responder wants a reversion to arrangements prior to the installation of the rubber kerbing; and one responder indicated the rubber kerbing did make a positive difference. Once the consultation closes on 22<sup>nd</sup> December 2025, Cllr Miller will present all returns for Cllrs' consideration.

**10. Highways – Winton Road proposed No Waiting at Anytime.** Cllrs discussed the Highways' revision to the proposed Traffic Restriction Order (TRO), noting comments made by residents at the Public Session. The Clerk advised that six residents had sent email comments with one in favour and five not in favour of the proposal, broadly reflecting the comments made during the Public Session. It was not obvious to Cllrs how leaving a gap (for three vehicles), on either side of Winton Road, in the proposed No Waiting at Any Time area would help the situation. After consideration, it was proposed by Cllr Burt, seconded by Cllr Carless, and thereafter resolved to respond to Highways that the PC wished to see yellow lines up both sides of the road, but if the '3 space' solution is all that is possible then the PC would support the proposal. All Cllrs voted in favour of the motion.

**11. Engagement** – In the absence of Cllr Munton, the update on engagement strategy and plans would take place at the next meeting.

**12. Community Hub (Library)** – The Chair updated Cllrs regarding a meeting with the Lincolnshire County Council (LCC) Culture Service Manager (Library and Heritage Client Lead) on how community hub library funding can be used; in essence, as long as a library is provided, any remaining money can be used to support wider activities or projects that are deemed by the Council to be of benefit to the community. After consideration, it was proposed by Cllr Burt, seconded by Cllr Miller, and thereafter resolved in principle to transfer £20,000 to the Venue for provision of the library, noting that a breakdown of how this would be used was required for LCC permission to transfer the funds.

**13. Finance** – Cllrs discussed PC running costs reserves. After consideration, it was proposed by Cllr Dean, seconded by Cllr Carless, and thereafter resolved to increase PC running costs reserves to circa £40,000 (which equates to 3 months' running costs and provides a sum of money to help manage in-year cash flow as precept funding is spent) in line with LALC advice and The Practitioners' Guide. All Cllrs voted in favour of the motion.

**14. Playparks** – Cllrs discussed the revised quote for North Lane playpark repairs, which now included replacing the Witch's Hat because it cannot be repaired, acknowledging that not replacing it would result in the loss of two significant play items as the slide needs to be removed. After consideration, it was proposed by Cllr Burt, seconded by Cllr Thompson-Burt, and thereafter resolved to agree an increase in funds for necessary playpark repairs from £8000 to £12,700 (incl VAT). All Cllrs voted in favour of the motion.

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15. **Finance** – Cllrs considered a request from Navenby Playing Field Association (NPFA) for a grant of £7400 to cover safety related surveys and repairs in compliance with the NPFA insurance policy. These comprised a 5-yearly electrical safety test and essential repairs (£5400), a Health & Safety gap analysis (£1700), and a valuation of The Venue and Pavilion (£300). These were essential to the safe running of The Venue, which hosts large numbers of residents at its various activities, and for the new insurance policy taken out this year to cover the charity's operations. After consideration, it was proposed by Cllr Burt, seconded by Cllr Carless, and thereafter resolved to make a grant of £7400 to cover safety related surveys and repairs in compliance with the NPFA insurance policy (in accordance with Section 19, Recreational facilities, Local Government (Miscellaneous Provisions) Act 1976 (1976 c 57). All Cllrs voted in favour of the motion.

16. **Finance** – The Chair updated Cllrs on options for the 2026/27 precept ranging from c£128 to c£155 per Band D equivalent residence. It is expected that NKDC will issue its guidance for Setting of Precepts for the 2026/27 Financial Year and the Parish Council Precept Calculator with Parish Grant Modelling, and the actual CTS position for 2026-27 (which provides the tax base rate) on 12<sup>th</sup> December 2025, after which the Council will be able to calculate the precise precept options and choose the preferred option.

17. **Governance** – The Chair and Clerk updated Cllrs on legal and Lincolnshire Association of Local Councils (LALC) advice on separation of the PC and NPFA.

a. **Legal Advice.**

(1) The NPFA is an unincorporated charity, which means it does not have a legal identity so cannot own property or let contracts. For historical reasons, the PC is now both the Custodian Trustee for the NPFA (i.e. the legal (but not beneficiary) owner of the Charity's assets) and provides its Committee of Management (COM, aka Managing Trustee), on which all Cllrs sit while serving on the Council and which is responsible for the proper governance, assurance and operation of the charity. This combination of both trustee roles makes the PC the 'sole corporate trustee' for the NPFA, which means that (1) it does not appoint individuals outside the PC to the COM, and (2) although trustees of an unincorporated charity are normally individually liable for its legally compliant operation, in this case COM members operate under the corporate identity of the PC rather than as individuals. Therefore, if the charity suffers any loss because of the COM's breach of duty, the PC could be required by the courts or The Charity Commission to make good any such loss and be subject to public scrutiny.

(2) However, the roles of Cllr and COM member are totally separate: when operating as a Cllr an individual is subject to the Local Government Act of 1972, and when acting as a COM member is subject to Charity Commission rules and

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regulations. Individuals must ensure that they properly discharge their legal duties for each role and avoid any conflicts of interest between the two. This is best achieved by having separate meetings, financial arrangements and governance/management documents. This is already the case with the Navenby PC and NPFA, although the charity's constitution needs to be formally updated to reflect the fact that the COM is now provided solely by serving Cllrs rather than representatives of key stakeholders (clubs, churches, societies and the PC) within the village.

b. **LALC Advice.** Under charitable law, the PC can be both Custodian Trustee and COM. Under LGA 1976 s 19(3) the PC has the power to make grants to voluntary organisations (such as the NPFA). However, the fact that individuals serve both as Cllrs and members of the NPFA significantly limits how the PC can provide financial support, unless proper governance, accounting separation, and conflict-management are in place. For more unusual or significant payments (especially staff), the PC should carefully justify that they are in the charity's best interests, and document everything.

18. **Events** – The Clerk provided feedback on the 2025 Xmas Market and Lights Switch-on. While the event had proved successful, numbers attending had been far larger than previously. Consequently, it was considered that the event was now expanding beyond its current format in terms of risk and public liability insurance (provided by the PC). If the PC is to continue to sponsor the event, risk management will need to be changed significantly in consultation with LCC Highways and Lincs Police. After consideration, it was proposed by Cllr Burt, seconded by Cllr Thompson-Burt, and thereafter resolved to agree in principle to sponsor/support the 2026 event and to scope possible changes to its delivery. All Cllrs voted in favour of the motion.

19. **Updates from Portfolios Holders:**

- a. **Planning (incl tree conservation).** Nothing to report.
- b. **Highways (incl SIDs).** Nothing to report.
- c. **Play Areas.** Nothing to report.
- d. **Cemetery.** Nothing to report.
- e. **Library.** Nothing to report.
- f. **Defibrillators.** Nothing to report.
- g. **Streetlamps.** Nothing to report.

14. **Date & Time of next meeting:** 6<sup>th</sup> January 2026, 7.00pm.

Minutes Accepted: Original Signed by M J Burt (Chair) Date: 6<sup>th</sup> January 2026