

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/Time: Tuesday 3rd February 2026, 7.00 pm.

Location: Parish Office, The Venue, Navenby.

Present (Cllrs): Mr M Burt (Chair), Mrs E Carless (Vice Chair), Mr K Gunning,
Ms M Butler, Mrs J Thompson-Burt, Mr D Miller, Mrs S Munton

In Attendance: Mr A Callander (Parish Clerk)

1. **Chairman's Welcoming Remarks.** The Chair welcomed everyone to the meeting.
2. **Public Session.** A resident representing the Cliff Villages Solar Action Group (CVSAG) advised Cllrs of the latest developments regarding solar and battery storage applications in the Parish and neighbouring Parishes. With regards to the Fosse Green application, CVSAG was offering notes on the application and considered it would be beneficial if Navenby Parish Council would make a submission to the Examining Authority before the next deadline (2359 hrs, 6th February 2026). The Chair thanked CVSAG for their continuing work in representing residents' views on solar and battery storage applications. **Action:** The Chair advised the resident that the Council would accept the notes provided by CVSAG and consider providing a submission accordingly.
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.

Absences:	Cllr C Hall, Mr C East
Declaration of Interests:	Nil

4. **To approve and accept the minutes from the Parish Council meeting and to review outstanding actions from previous meetings.** It was proposed by Cllr Miller, seconded by Cllr Carless, and thereafter resolved that the minutes from the previous Parish Council meeting held on 6th January 2026, should be accepted as a true record of the meeting. All Cllrs voted in favour of the motion.

Cllrs reviewed the newly introduced Task Tracker for outstanding actions from previous meetings and agreed that, in future, the format should be broken into *Completed* and *Not Completed*; referencing should be simplified; and serials should be colour-coded to highlight important actions. **Action:** The Clerk is to proceed with booking a Lincolnshire Association of Local Councils (LALC) 100-point audit by the end of the Financial Year.

5. **To consider the financial report and authorise payments (Appendix A).** The Clerk provided Cllrs with the Financial Status Sheet. It was noted that £156.00 for replacement of a lamp on Addison Close should be charged to NKDC. After consideration, it was proposed by Cllr Gunning, seconded by Cllr Carless, and thereafter resolved that all expenses (£13,748.31) listed in Appendix A were authorised. All Cllrs voted in favour of the motion. Otherwise, the PC Current and Deposit Accounts totals were £50,026.10 and £61,615.23 respectively. **Action:** The RFO is to seek a refund from NKDC for the Addison Close lamp replacement.

6. **To consider updates from District/County Councillors.** Cllr Hagues had sent apologies and provided her monthly newsletter.

7. **To consider updates from local police.** The Neighbourhood Policing Team had advised that officers were being temporarily redeployed to address shortfalls in the Lincs Police workforce in other areas. While community policing would not be available until further notice, police response to incidents in the Parish would not be affected. Otherwise, it was confirmed that there had been no recent reports to Lincs Police of any car vandalism in Navenby, contrary to a recent resident's complaint to the Council.

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8. To consider Planning Matters.

a. Planning Applications.

Aviaries 44 High Street. 25/1588/HOUS. Erection of single storey rear extension and alterations to existing dwelling. No Comment (Submitted ex-committee).

1 Twenty Row Green Man Road. 26/0002/HOUS. Erection of rear ground floor extension. Withdrawn by applicant.

Ridge View, Lowfields. 26/0007/HOUS. Proposed erection of two storey side extension and attached garage and remodelling of existing farmhouse. No Comment.

b. Correspondence.

50th Anniversary Viking Way. 15th January. LCC Countryside Access & Community Project Officer. Offer to provide one bench on route through Navenby. Accepted ex-committee for recycled plastic bench at Methodist Church.

Bus Shelters, Grantham Road. 21st January. LCC Travel Projects Manager. Offer to replace two shelters on Grantham Road at no cost to Parish Council with LCC responsible for installation, ongoing cleaning and maintenance costs. Accepted ex-committee.

Proposed 240MW Battery Energy Storage System (BESS). North of Gorse Hill Lane, Wellingore. 22nd January. *ForeFuture Energy Ltd* Principal Planning Consultant. Noting scheme lies within Wellingore Parish, request to discuss proposals at next scheduled Wellingore (9th February) or Navenby (3rd March) PC meeting. Clerk to advise company they may attend Public Session of next meeting or ask for a separate meeting with Cllrs.

c. Tree Conservation.

5 Manor Farm, LN5 0FA. 26/0045/TCA. Intended works to trees in a Conservation Area.

T1 - silver birch to be reduced in height by 10 feet. The highest remaining branches after height reduction will be reduced by 2-3 feet to form a rounded crown.

T2 - silver birch tree - to be removed to ground level.

T3 - silver birch to be reduced in height by 10 feet. The highest remaining branches after height reduction will be reduced by 2-3 feet to form a rounded crown.

T4 - ash tree to be reduced in height by 10 feet.

T5 - ash tree to have the lower left branch removed.

No comment.

9. Venue – Room Charges. Cllrs discussed charges for Venue rooms, other than the Parish Office, that were occasionally used for Council meetings. It was not clear whether the Council was liable for a separate charge when other rooms were used or whether use of other rooms was included 'free' in the annual £6280.00 rent. **Action:** The Chair of Trustees for Navenby Playing Field Association (NPFA) would raise a Service Level Agreement that describes precisely what is covered by the rent paid by Navenby Parish Council to NPFA.

10. Highways – Speed Indicator Devices. The Chair advised Cllrs that the application for a NKDC grant to fund the purchase of three radar speed indicator devices had been successful but required matched funding by the Council. After consideration, it was proposed by Cllr Burt, seconded by Cllr Gunning, and thereafter resolved to approve expenditure of £118 as matched funding to the NKDC grant of £1182 for the purchase of three radar speed indicator devices. All Cllrs voted in favour of the motion.

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11. **Engagement – Draft Strategy.** Cllr Munton updated Cllrs on the draft engagement strategy. After consideration, it was proposed by Cllr Munton, seconded by Cllr Thompson-Burt, and thereafter resolved to approve the draft engagement strategy. Six Cllrs voted in favour of the motion, with one abstention. **Action:** Cllr Munton is to convene a planning group to proceed with implementing the strategy.
12. **Play Areas – 20 Row Repairs.** Cllrs discussed whether to seek a fresh quote for installation of the (existing) new slide at 20 Row. It was noted that, since the agenda had been published, the designated contractor had indicated a date in April 2026 for completion and an amended quote to take into account price increases in materials. After consideration, it was proposed by Cllr Thompson-Burt, seconded by Cllr Miller, and thereafter resolved to approve continuing with the designated contractor and to approve the revised quote of £3582.00. All Cllrs voted in favour of the motion.
13. **St Peter’s Churchyard Closure – Grounds Maintenance.** The Clerk updated Cllrs on actions from the October 2025 meeting with NKDC and Graffoe Parochial Church Council (PCC) regarding handover of churchyard maintenance. Noting that any handover would not now take place before Spring, when regular grounds maintenance would be required again, the Clerk would share details of the Parish Caretaker with the PCC to provide the option of their employing him to maintain the churchyard. Otherwise, the Clerk would write to NKDC to ask for a clearer definition of what state the churchyard needed to be in for handover.
14. **War Memorial Refurbishment.** The Clerk advised that due to the war memorial having been listed by Historic England, the NKDC Conservation Officer had advised on specialist requirements for refurbishing a listed monument. The contractor originally selected (prior to listing) to carry out refurbishment could not meet these requirements, whereas the alternative bid contractor could. After consideration, it was proposed by Cllr Burt, seconded by Cllr Thompson-Burt, and thereafter resolved to approve the alternative quote of £1195.00 +VAT for refurbishment of the war memorial. All Cllrs voted in favour of the motion.
15. **Finance – 3rd Bank Signatory.** The Clerk advised that a 3rd bank signatory from amongst Councillors was required for the Parish Council bank account. After consideration, it was proposed by Cllr Burt, seconded by Cllr Gunning, and thereafter resolved to approve Cllr Miller as the 3rd signatory in addition to Cllr Carless and Cllr Gunning. All Cllrs voted in favour of the motion.

16. **Updates from Portfolios Holders:**

- a. **Planning (incl tree conservation).** Nothing to report.
- b. **Highways (incl SIDs).** Cllr Burt updated Cllrs on the draft traffic improvement plan, parking enforcement and the school safety zone.

All Cllr comments had been incorporated in the draft traffic improvement plan. Once photographs had been added it would be ready to publish on the Council website for residents to view and provide input.

LCC Parking Services had advised that Navenby, as a Category C location, can expect an enforcement visit approximately once a month aligned to resource availability. This can be adjusted depending upon non-compliance and feedback from residents, Cllrs and enforcement officers. Recent statistics highlight that Navenby has received well above one visit a month, for example: 5 in January, 2 in December and 6 in November. During these visits, no breaches of parking restrictions were witnessed, and no Penalty Charge Notices were issued. The Council can request and potentially finance additional resource to visit Navenby, charged at an approximate hourly rate of £30.00 per hour.

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LCC Parking Services had also advised that school safety zone markings at Navenby Primary School are advisory only. These are not mandatory and are unenforceable, similar to the advisory speed limit in place. If a Traffic Regulation Order (TRO) were to be introduced, the markings would be reviewed and additional signage placed on the site to advertise restrictions to motorists. The Parish Council will need to liaise with the LCC TRO team, through the local County Councillor, if it wishes to introduce mandatory school keep clear markings.

c. **Play Areas.** The Clerk advised that the play area contractor would complete scheduled repairs in February 2026 at both play parks and the Venue fitness area. Cllr Thompson-Burt updated Cllrs on playpark refurbishment plans. With regards to improving 20 Row, no potential external funding or grants had been identified. Cllr Thompson-Burt was liaising with a contractor that could assist with funding applications, and they had confirmed the figure of £40,000.00 previously estimated (by another contractor) for improving 20 Row. **Action:** Once provisional designs had been prepared, community consultation could proceed and a meeting had been provisionally scheduled for 9th March to discuss funding documentation.

d. **Cemetery.** The Clerk advised that provision of a water butt, and fencing of gaps in the western boundary hedge, were both being scoped.

e. **Library.** Cllr Carless advised Cllrs that library volunteers would decide on an event to mark its 10th Anniversary once it had been decided whether the library would move within the Venue building. Cllr Burt advised Cllrs that he and the Clerk had met with the Library Coordinator and agreed that they would liaise further with the LCC Library Development Officer to view other local libraries and define what extra activities/hours volunteers wished to provide, before making a decision on moving to a different location within the Venue. Otherwise, the Council was waiting on a response from LCC on whether library reserve monies and future annual library grants could be transferred to the Venue.

f. **Defibrillators.** Cllr Gunning advised that there was an issue with obtaining replacement pads for defibrillators managed by the Council, as the model had been discontinued and it was possible that ancillaries were no longer being provided. One of the three defibrillators was due a pad replacement in February. **Action:** Cllr Gunning would check with the supplier whether they still provided ancillaries; if not, all three defibrillators would require replacing as pads life-expired or were used during an incident.

g. **Streetlamps.** Nothing to report.

14. **Date & Time of next meeting:** 3rd March 2026, 7.00pm.

Minutes Accepted: *m.j.Burt* (Chair)

Date: 3rd March 2026