

NAVENBY PARISH COUNCIL TASK TRACKER

DATED 3 FEBRUARY 2026

Date/Serial	Portfolio/Title	Task	Actions	Comments
20251104/01	St Peter's Churchyard – Tree Survey	Resolved that St Peter's Churchyard trees would be included in annual Parish Council tree survey	NKDC has agreed to survey churchyard trees	Survey due Feb 26
20251104/02	Finance – FY 26/27 Draft Budget	Resolved to set final draft FY 2026/27 budget at £154,100.00	Complete	
20251104/03	Finance – Audit	Resolved to conduct LALC 100-point audit by end of FY 2025/26		
20251202/01	Highways – Winton Road proposed No Waiting at Anytime	Resolved to respond to Highways that PC wished to see yellow lines up both sides of road, but if '3 space' solution is all that is possible then PC would support proposal	Clerk has written to LCC Highways	Highways have initiated 30-day public consultation
20251202/02	Library – Community Hub Funding	Resolved in principle to transfer £20,000 to Venue for provision of library, noting breakdown of how this would be used was required for LCC permission to transfer funds	Clerk has written to LCC Chair/Clerk met with Library lead to discuss plans	No response from LCC Awaiting detailed proposal from Library lead Chair/Clerk to visit other libraries for ideas
20251202/03	Finance – Running Costs Reserves	Resolved to increase PC running costs reserves to circa £40,000 in line with LALC advice and The Practitioners' Guide		Awaiting EoY surplus and library funding decision by LCC
20251202/04	Playparks – Repairs	Resolved to agree increase in funds for necessary playpark repairs from £8000 to £12,700 (incl VAT)	Contractor assigned to repairs. Venue Fitness complete. North Lane & 20 Row due Feb 26	20 Row slide installation still awaiting contractor date
20251202/05	Finance – Navenby Playing Field Association Grant	Resolved to make grant of £7400 to cover safety related surveys and repairs in compliance with NPFA insurance policy (in accordance with Section 19 Recreational facilities, Local Government (Miscellaneous Provisions) Act 1976 (1976 c 57)	Grant not yet transferred	NPFA constitution and accounts received IAW grant policy, but still awaiting AGM minutes
20251202/06	Events – 2026 Xmas Market/Lights	Resolved to agree in principle to sponsor/support 2026 event and to scope possible changes to its delivery		Clerk to discuss with LCC Highways and Lincs Police before meeting with organisers

20260106/01	Highways – Gas Lane	<p>Council would ask Emergency Services to examine situation, and approach LCC Highways for their view, before advising residents of what further action was possible</p> <p>Council would also talk to developer/landowner (of butcher's yard development) about when construction work would finish and what parking arrangements would exist after completion for both new development and existing carpark</p>	Clerk has written to Fire Service and LCC Highways.	No response.
20260106/02	Highways – High Street/Church Lane/East Road	<p>Marked car parking spaces should be included in the wider review of parish traffic issues</p> <p>Premises with private car parks should be asked by Clerk for their views on any wider use by residents</p>		Clerk will approach premises in Feb 26
20260106/03	Highways – Engaging With LCC Parking Services	<p>Cllr Overton would provide information on LCC contact for parking warden schedules</p> <p>Thereafter, Council would gather evidence of parking issues for submission</p>	Chair has acquired contact	
20260106/04	Highways – Maidenwell Lane junction temporary rubber kerb installation	Resolved to recommend to LCC Highways that the Maidenwell Lane junction temporary rubber kerb installation be made permanent. Clerk would inform LCC Highways	Clerk has written to LCC Highways. Highways has responded positively	
20260106/05	Engagement – Draft engagement strategy and plan	Cllr Munton had sent draft of proposed engagement strategy and plan to Chair for consideration		
20260106/06	Finance – Caretaker contract	Resolved to approve 12-month caretaker contract for FY 2026/27 that included 90 hrs of grass cutting. Clerk to set up new contract to reflect changes to current arrangements	Clerk discussed new draft with caretaker.	Contract to be signed Feb 26 to commence Mar 26
20260106/07	Finance – Clerk/RFO working hours	Resolved to reduce Clerk's hours back to 20 hrs/week and maintain RFO's hours at 15 hrs/week	Clerk/RFO now on amended hours since January	

20260106/08	Finance – FY 2026/27 Precept	Resolved to approve Option 1 for FY 2026/27 precept i.e. pass full costs of budget to residents (£153.69 per Band D property), presenting low financial risk to Parish Council	RFO has sent precept submission to NKDC	
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