

NAVENBY PARISH COUNCIL TASK TRACKER

DATED 28 APRIL 2026

- **Priority** - issues that are impacting progress and require resolution
- **Important/significant** - issues that are being managed with agreed resolution activities
- **Routine** - progress as expected

Note: Latest Updates in Bold Italics

Date/Serial	Portfolio/Title	Task	Actions	Comments
2 Dec - 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	<i>End of Year surplus transferred. Library Reserves to remain with PC for time being, while annual grant to be transferred to NPFA once it arrives.</i>
6 Jan - 01	Highways – Gas Lane	Council would ask Emergency Services to examine situation, and approach LCC Highways for their view, before advising residents of what further action was possible 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	Clerk has written to Fire Service and LCC Highways. Response from both cite this is an enforcement issue. Cllr Miller had discussed with developer/landowner.	<i>Cllrs discussed findings from LCC Highways, Lincs F&RS and business owners. As only 2 residents had raised issue and issue was caused by building work, agreed to defer decision whether to proceed with TRO application until situation reassessed after building work completed.</i>
6 Jan - 02	Highways – High Street/Church Lane/East Road	Marked car parking spaces should be included in the wider review of parish traffic issues Premises with private car parks should be asked by Clerk for their views on any wider use by residents		Clerk will approach premises in Feb 26

6 Jan - 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	<i>Pedestrian accident reported by resident, passed onto Highways. However, no further response from Highways on specific date for making kerb permanent.</i> See 7 Apr – 01. Cllr Overton advises GP Dispensary closure affects High Street pharmacy parking and rubber kerb installation. Highways/DC discussing removal of kerb and reinstatement of parking space
3 Feb - 03	Finance – Refund	£156.00 for replacement of a lamp on Addison Close should be charged to NKDC. RFO to seek refund from NKDC.		
3 Feb - 05	Venue – Room Charges	NPFA Chair of Trustees to raise Service Level Agreement that describes precisely what is covered by rent paid by NPC to NPFA.		
3 Feb - 07	Engagement Strategy	With draft engagement strategy approved, Cllr Munton to convene planning group to proceed with implementing the strategy.		
3 Feb - 08	Play Areas – 20 Row Repairs	Appointed contractor had indicated April 2026 for completion and amended quote to take into account price increases in materials. Cllrs approved continuing with appointed contractor and revised quote.	Contractor has confirmed 27 April for installation.	Contractor postponed slide installation until w/c 11 May 26 due to bereavement

3 Feb - 09	St Peter's Churchyard Closure – Grounds Maintenance	Clerk to share details of Parish Caretaker with PCC to provide option of their employing him to maintain churchyard and write to NKDC to ask for clearer definition of what state churchyard needs to be in for handover.	Caretaker details passed. Letter written to NKDC seeking clearer definition.	Update re 31st March meeting with PCC. Progress made in most respects. NKDC has confirmed definition of satisfactory for handover, and advised PCC is responsible for structural survey of walls. To enable work on topple testing, tree works, surveys, PC agreed to Caretaker assisting PCC with keeping lower churchyard clear of vegetation (for approx 2 hrs/month).
3 Feb - 10	War Memorial Refurbishment	Contractor originally selected to carry out refurbishment could not meet specialist requirements, whereas alternative bid contractor could. Alternative quote approved.	Contractor had advised work would be completed once weather had improved.	<i>Invoice paid, memorial cleaned. Contractor to complete renovation of lettering.</i>
3 Feb - 11	Highways – Draft traffic improvement plan	Once photographs are added, draft plan to be published on Council website for residents to view and provide input.		
3 Feb - 12	Highways – School Safety Zone	LCC Parking Services have advised school safety zone markings at Navenby Primary School are advisory only and therefore unenforceable. If a TRO were to be introduced, markings would be reviewed and additional signage placed on site to advertise restrictions to motorists. NPC to liaise with LCC TRO team, through local County Councillor, if it wishes to introduce mandatory school keep clear markings.	Clerk has discussed with Cllr Overton, who has submitted revised request (to that sent in Nov 25).	Clerk to update Headmaster.
3 Feb - 13	Play Areas - Repairs	Contractor to complete scheduled repairs in February 2026 at both play parks and Venue fitness area.	Contract work completed. Clerk to review 2025	<i>Note replacement of North Lane slide needs to be</i>

			inspection report to identify any ancillary tasks remaining.	<i>discussed once wall repair quote received.</i>
3 Feb - 14	Play Areas – 20 Row Refurbishment	No potential external funding or grants yet identified. Cllr Thompson-Burt liaising with contractor that could assist with sourcing and writing funding applications in addition to providing and installing play equipment. Once provisional designs prepared, community consultation could proceed and meeting provisionally scheduled for 9 th March to discuss funding documentation.		<i>Cllr Thompson-Burt advised that she was waiting on proposal from contractor and also meeting with 2nd contractor to seek alternative proposal.</i>
3 Feb - 15	Cemetery	Provision of water butt, and fencing of gaps in western boundary hedge, both being scoped.	Clerk tasked Caretaker with scoping.	
3 Feb - 16	Library	<p>Library volunteers would decide on event to mark its 10th Anniversary once it had been decided whether library would move within Venue building.</p> <p>Chair and Clerk to liaise further with LCC Library Development Officer to view other local libraries to inform thinking of what extra activities/hours volunteers might wish to provide, before making decision on moving to different location within Venue.</p> <p>Council waiting on response from LCC on whether library reserve monies and future annual library grants could be transferred to Venue.</p>	<p>Visit to Bracebridge Heath scheduled for 2 March.</p> <p>LCC had advised a response would be provided by end of Feb 26.</p>	<p><i>Visits to Bracebridge Heath and Branston libraries have taken place. PC has received LCC response on funding. Awaiting library volunteers' views of how library might develop.</i></p> <p><i>Agreed to confirm to LCC intent to transfer future grant funding to NPFA from FY2026/27 onward, noting PC remains accountable grantee. Agreed to advise LCC that library reserve monies would be retained by PC until further scoping to extend library into PC Office completed. Awaiting LCC acknowledgement of above.</i></p>

3 Mar - 01	Public Session	Resident advised Cllrs of concerns and recommendations re tidiness of village and road safety on High Street.	Chair advised resident Council would consider their recommendations and respond in due course.	Action: Cllr Burt
3 Mar - 02	Finance	RFO advised that in order to address billing issue with NKDC, alcohol license required transfer from PC to NPFA.	Cllr Thompson-Burt to ensure NPFA arranges for alcohol license to be transferred as a priority.	Action: Cllr Thompson-Burt Action requires review due to new Clerk/RFO responsibilities for charity governance. Likely that it is still charity that needs to hold licence.
3 Mar - 03	CVSAG	Cllr Overton advised Fosse Green Inquiry would start 10 th March and suggested PC could make representations at Open Forum on 11 th March.	Chair to attend Open Forum and discuss input with Cllr Overton before event.	Action: Cllr Burt
3 Mar - 04	Policing	In response to query by Cllr Gunning.	Clerk to ask Lincs Police whether there had been any reports of offences/incidents related to use of electric scooters in village.	Action: Clerk
3 Mar - 05	Correspondence	Local resident request to discuss potential of opening children's day nursery in local area, and to engage with Parish Council to better understand feasibility of such a provision within the community.	Clerk to write to resident inviting them to provide development plan for further consideration.	Action: Clerk <i>Resident has now provided development plan to Venue.</i> Resident asking for update on way ahead. Advised that a rent valuation was taking place.

3 Mar - 07	Correspondence	Youth Club request for Cllrs to attend Youth Club session to discuss playpark refurbishment plans, particularly regarding replacement of North Lane Slide, and consult with playpark users.	Cllrs Munton and Thompson-Burt had arranged to meet Youth Club on 13 th March to discuss slide and other matters.	Action: Cllr Munton, Cllr Thompson-Burt
3 Mar - 08	Tree Conservation	3-yearly tree inventory report received from NKDC. There were 11 essential tasks to address at East Road Cemetery. There were no concerns re trees not belonging to PC that overhung playparks or cemetery. St Peters' Churchyard, included on behalf of Graffoe PCC, had 3 essential tasks.	Clerk to present quotes for essential works to next meeting, including for St Peters' Churchyard (on understanding Graffoe PCC pays for its share of work required).	Action: Clerk PC sought three quotes, received one detailed quote, second only indicative while third contractor opted not to quote. Graffoe PCC had opted not to proceed for tree works in the St Peters Churchyard and would seek their own contract. Quote for £2520.00 (incl VAT) for cemetery works approved. Work taking place 29/30 April 26.
3 Mar - 09	Streetlights	Re lack of a streetlight at western end of Green Man Road, it was not considered appropriate at this time to apply to Openreach to ascertain whether they would allow a streetlight to be mounted on extant telegraph pole, before the matter was explored further with NKDC.	Clerk to approach NKDC to discuss need for better lighting at western end of Green Man Road.	Action: Clerk
3 Mar - 10	Streetlights	Safety concern regarding telegraph pole at 10 Gas Lane, reported by Openreach, and urgent requirement to remove and reinstall light after pole is replaced. Removal and reinstalment of streetlight approved, after telegraph pole replaced at 10 Gas Lane, by Eon at cost of £1,757.40 (incl VAT).	Clerk to liaise with Openreach and Eon to complete task.	Action: Clerk <i>Contract agreed. Light removed. Awaiting new pole before light replaced.</i> New pole erected, Eon is aware and due to replace light imminently.

3 Mar - 11	Events – Xmas Market/Lights	Proposal approved to make some changes in order to address increased numbers attending and traffic/pedestrian challenges at 2025 event. 2026 event would be held on Saturday, as opposed to Friday i.e. 21 st November at 3 – 7pm. No formal switch-on of Xmas tree lights. Venue parking expanded by opening up playing field and using volunteers to direct parking. Events at St Peter’s Church spread out. No stalls at King’s Head although alternative attraction might be considered.	Clerk to arrange risk assessment, event notification and insurance cover. Cllr Munton to assist residents’ planning team with local engagement activity for event.	Action: Clerk Cllr Munton Clerk briefed on proposed amendment to event. Agreed to support Xmas tree lights switch-on on Friday evening at 7pm, separately from Xmas Market/St Peter’s Carol Concert on Saturday.
3 Mar - 12	Finance – 3 rd Bank Signatory.	3 rd bank signatory required for PC bank account. Cllr Munton approved as 3 rd signatory in addition to Cllr Gunning and Cllr Miller.	Clerk to approach Cllr Butler to ask whether she would consider replacing Cllr Munton as 3 rd Bank Signatory.	Action: Clerk Cllr Butler not prepared to replace Cllr Munton
3 Mar - 13	Portfolios - General	Clerk requested Cllrs draft terms of reference for their respective portfolios for approval by May 2026 or, ideally, before LALC 100-point Audit, that covered specific responsibilities, plans and assigned budgets for FY2026/27.	Chair to provide template for Cllrs to use before the next meeting.	Action: All Cllrs
7 Apr – 01	DC/CC Updates - Cllr Overton	Cllr Overton concerned re High Street parking in relation to closure of GP dispensary and more use of the village pharmacy. Has asked for a meeting on the issue.	Cllrs to discuss pharmacy parking issue, and how this affects Maidenwell Lane junction issue with Cllr Overton.	Action: All Cllrs
7 Apr – 02	Correspondence - Wellingore & Navenby District RBL	Inquiry regarding PC interest in purchasing wooden <i>Tommy</i> and <i>Poppo</i> silhouettes for Remembrance Day events.	Clerk to ask RBL for information re metal silhouettes, as Cllrs prefer those over wooden versions.	Action: Clerk

7 Apr – 03	Correspondence - Cllr Carless Letter of Resignation	Letter of Resignation due to move from Parish. In the absence of any nominations, Cllrs agreed to defer vote for new Deputy Chair (vice Cllr Carless) until next meeting.	Clerk has initiated resignation process with NKDC.	Action: Clerk Deadline for election over, PC may now co-opt a new Cllr.
7 Apr – 04	Playparks – Quarterly Report	Cllrs discussed whether to tolerate or treat identified LOW risks in Quarterly Playpark Defect Summary Report (26 February). Agreed to defer decision until quotes sought for work.	Cllr Thompson-Burt to seek quotes.	Action: Cllr Thompson-Burt
7 Apr – 05	Playparks – North Lane wall	Cllrs discussed single contract quote received to carry out works on North Lane Playpark stone wall. Agreed to defer decision until further quotes had received.	Clerk to hasten 2 nd /3 rd quotes.	Action: Clerk Clerk hastened 2nd potential contractor on 28 April
7 Apr – 06	Highways – SIDs	Requirement for posts for mounting new SIDs. Payment approved of £400 to LRSP to install two SID mounting posts, one at existing SID site at Twenty Row and one at junction of Top Farm Avenue and Green Man Road.	Cllr Burt to apply to LRSP.	Action: Cllr Burt
7 Apr – 07	Governance – Risk Register	Draft Risk Register approved re format and identified risks.	Clerk to schedule risk register review every 3 months in PC meeting agenda.	Action: Clerk
7 Apr – 08	Governance – Brief on Charity Commission guidance on Local authorities (or Councils) as trustees of charities	When PC acts as sole trustee for charity, the Clerk is not a trustee but serves as the council's professional advisor and executive officer, managing charity's daily operations on behalf of council. While PC as a corporate body holds legal responsibility and liability, Clerk carries out practical work required to meet those duties: Administrative Management, Legal Advice, Financial Oversight, Facilitation, Compliance.	Cllrs to discuss Clerk/ RFO responsibilities further IOT incorporate in job specifications for replacement Clerk and RFO, noting present incumbents leaving in April/May.	Action: All Cllrs
7 Apr – 09	Finance – Rental Valuation	Requirement by NPFA for rental valuation of Venue middle room, football field/changing rooms, pavilion, bowling club and Parish Office. Clerk advised	Chair to forward quote & Grant Application for funds to Clerk.	Action: Chair & Clerk

		proposed rental valuation would be appropriate. Agreed to approve contracted rental valuation at no more than £2000.00 (plus VAT).	Clerk to engage surveyor.	

CLOSED/COMPLETE TASKS

Date/Serial	Portfolio/Title	Task	Actions	Comments
4 Nov - 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 Carried out 12 Feb. CLOSED
4 Nov - 02	Finance – FY 26/27 Draft Budget	Resolved to set final draft FY 2026/27 budget at £154,100.00	Complete	CLOSED
4 Nov - 03	Finance – Audit	Resolved to conduct LALC 100-point audit by end of FY 2025/26	See 3 Feb - 02	See 3 Feb – 02 CLOSED
2 Dec - 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 Consultation complete 28 Feb - aware of one objection (copied to NPC) CLOSED
2 Dec - 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. See 3 Feb - 16	No response from LCC. Awaiting detailed proposal from Library lead. Chair/Clerk to visit other libraries for ideas. See 3 Feb – 16 CLOSED
2 Dec - 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 Complete, see 3 Feb - 13	20 Row slide installation still awaiting contractor date. See 3 Feb – 13 CLOSED
6 Jan - 03	Highways –	Cllr Overton would provide information on LCC contact for parking warden schedules	Chair has acquired contact – complete	See 3 Feb – 11 CLOSED

	Engaging With LCC Parking Services	Thereafter, Council would gather evidence of parking issues for submission	See 3 Feb - 11	
6 Jan - 05	Engagement – Draft engagement strategy and plan	Cllr Munton had sent draft of proposed engagement strategy and plan to Chair for consideration	Complete See 3 Feb - 07	See 3 Feb – 07 CLOSED
6 Jan - 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. Caretaker signed 18 Feb. Former grass cutting contract terminated. Complete	Contract to be signed Feb 26 to commence Mar 26. Contract signed. CLOSED
6 Jan - 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	CLOSED
6 Jan - 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	CLOSED
3 Feb - 01	Public Session – CVSAG suggestion	With regards to Fosse Green application, CVSAG offered notes and considered it would be beneficial if NPC would make a submission to Examining Authority about traffic concerns before next deadline (2359 hrs, 6 th February 2026). The Chair advised that the Council would accept notes provided by CVSAG and consider providing a submission accordingly.	Council considered notes and Chair sent submission accordingly to Examining Authority by deadline.	CLOSED
3 Feb - 02	Governance – LALC 100-point audit	The Clerk was to proceed with booking a LALC 100-point audit by the end of the Financial Year.	Clerk has applied to LALC for audit and received LALC TORs. Cllrs approved terms of LALC letter of engagement.	Audit scheduled to commence 23 rd March. CLOSED
3 Feb - 17	Defibrillators	Issue with obtaining replacement pads for defibrillators, as model had been discontinued and it	Supplier was no longer providing ancillaries. A	New defibrillator received and installed.

		was possible that ancillaries were no longer being provided. One of the three defibrillators due pad replacement in February. Cllr Gunning to check with supplier whether they still provided ancillaries; if not, all three defibrillators would require replacing as pads life-expired or were used during an incident.	new defibrillator had been ordered for Methodist Church location.	CLOSED
2 Dec - 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 AGM minutes received, grant transferred. CLOSED
2 Dec - 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	New scope approved by PC. Organisers informed PC will support event. CLOSED
3 Feb - 04	Planning – Wellingore BESS	Request by BESS developer to discuss proposals at next scheduled Wellingore (9 th February) or Navenby (3 rd March) PC meeting. Clerk to advise company they may attend Public Session of next meeting or ask for a separate meeting with Cllrs.	Wellingore PC has advised they will only meet with developer if planning material is provided prior. NPC has offered meeting on 10 March.	Awaiting confirmation by Cllrs as to whether numbers available to attend will make meeting worthwhile. No Cllrs available. Invitation turned down CLOSED
3 Feb - 06	Highways – Speed Indicator Devices	Purchase of three radar speed indicator devices using NKDC grant of £1182 with matched NPC funding of £118.	Order has been placed, but delivery will not take place until April, causing difficulty in submitting invoice to NKDC before end of FY.	Highways Portfolio to advise on next steps. SIDs received, paid for and grant received. CLOSED
3 Mar - 06	Correspondence	Enzygo. Offer to discuss Wellingore BESS proposal with Cllrs on 10 th March at Parish Office. Cllrs	Clerk to cancel provisional booking with Enzygo.	Action: Clerk Booking cancelled.

		reconsidered offer and no longer felt it appropriate to proceed with meeting.		CLOSED
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