

## NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/Time: Tuesday 7<sup>th</sup> April 2026, 7.00 pm.

Location: Parish Office, The Venue, Navenby.

Present (Cllrs): Mr M Burt (Chair), Mr K Gunning, Cllr C Hall, Ms M Butler  
Mrs J Thompson-Burt, Mr D Miller, Mrs S Munton

In Attendance: Mr A Callander (Parish Clerk), Mrs S Letham (RFO)

1. **Chairman's Welcoming Remarks.** The Chair welcomed everyone to the meeting.
2. **Public Session.** No Residents attended the Public Session.
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:	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 Munton, and thereafter resolved that the minutes from the previous Parish Council meeting held on 3<sup>rd</sup> March 2026, should be accepted as a true record of the meeting. Seven Cllrs voted in favour of the motion with one abstention. Cllrs reviewed the Task Tracker for outstanding actions from previous meetings.
5. **To consider the financial report and authorise payments (Appendix A).** The Clerk provided Cllrs with the Financial Status Sheet. The RFO advised that the sum of £237,219.89 was still outstanding on the PWLB loan for the Venue building. After consideration, it was proposed by Cllr Thompson-Burt, seconded by Cllr Miller, and thereafter resolved that all expenses (£29,615.77) listed in Appendix A were authorised. All Cllrs voted in favour of the motion. Otherwise, the PC Current and Deposit Accounts totals were £84,521.95 and £61,967.72 respectively.
6. **To consider updates from District/County Councillors.** Cllr Hagues and Cllr Overton had provided monthly newsletters. Cllr Overton had visited the Parish Office with LCC Highways and subsequently advised of the new procedure for applying for an H-bar, and of her concerns regarding High Street parking in relation to closure of the GP dispensary and more use of the village pharmacy. She had asked for a meeting on the issue and raised it at County Council and with the Integrated Care Board.  
**Action:** Cllrs are to discuss the pharmacy parking issue, and how this affects the Maidenwell Lane junction issue with Cllr Overton.
7. **To consider updates from local police.** No updates had been received.
8. **To consider Planning Matters.**
  - a. **Planning Applications.**

Holt Cottage, 12 Clint Lane. 26/0245/HOUS. Demolition of existing conservatory, erection of a two-storey rear extension and detached office/home gym pod. No Comment (Submitted ex-committee).

Roscot 7 Crossfield Road. 26/0376/HOUS. Erection of a single storey side and rear extension. No Comment

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### b. Correspondence.

26 February. Quarterly Playpark Defect Summary Report. Discussed at item 10.

5 March. LCC Culture Service Manager (Library and Heritage Client Lead). Response to PC request on Community Library funding. Discussed at item 9.

12 March. Wellingore & Navenby District RBL. Inquiry regarding PC interest in purchasing wooden *Tommy* and *Poppy* silhouettes for Remembrance Day events. **Action:** The Clerk is to ask RBL for information regarding metal silhouettes, as Cllrs prefer those over wooden versions.

21 March. Resident request for update on Gas Lane parking issue. Discussed at item 12.

24 March. NKDC Youth Support Forum. Request for information on activities for young people aged 11–18. Provided by Clerk.

31 March. Cllr Carless. Letter of Resignation due to her move from the Parish. Clerk has initiated resignation process with NKDC.

### c. Tree Conservation.

Cllrs discussed award of a contract, based on quotes received, to carry out essential works identified in the NKDC 3-yearly tree inventory report (16 February). The Council had sought three quotes and received one detailed quote, a second that had only been indicative (without detail) while the third contractor had opted not to quote. Otherwise, Graffoe PCC had opted not to proceed with any of the quotes for tree works in the St Peters Churchyard and would seek their own contract. After consideration, it was proposed by Cllr Hall, seconded by Cllr Butler, and thereafter resolved to approve the quote for £2520.00 (incl VAT) for tree works at East Cemetery. All Cllrs voted in favour of the motion.

Notification of Intended Works to Trees in a Conservation Area: Temperance Cottage, High Street. 26/0380/TCA. T1 Hornbeam (*Carpinus betulus*) fell to ground level. T2 Cottoneaster (*Cotoneaster frigidus*) fell to ground level. T3 Budleaha (*Buddleja davidii*) fell to ground level. No Comment.

9. **Community Library** – Cllrs discussed the LCC response on Community Library funding; visits to evaluate how other PCs provide library services; and library volunteers' views of how the library might develop (provided by the Library Volunteer Coordinator). After consideration, it was proposed by Cllr Thompson-Burt, seconded by Cllr Hall, and thereafter resolved to confirm to LCC the intent to transfer future grant funding to NPFA from FY2026/27 onward, noting the PC would remain the accountable grantee. Five Cllrs voted in favour of the motion, with two abstentions. After consideration, it was proposed by Cllr Thompson-Burt, seconded by Cllr Miller, and thereafter resolved to advise LCC that library reserve monies would be retained by the Parish Council, until further scoping to extend the library into the Parish Office was completed. All Cllrs voted in favour of the motion.

10. **Playparks** – Cllrs discussed whether to tolerate or treat the identified LOW risks in the Quarterly Playpark Defect Summary Report (26 February). After consideration, it was proposed by Cllr Miller, seconded by Cllr Gunning, and thereafter resolved to defer the decision until quotes had been sought for the work. All Cllrs voted in favour of the motion.

11. **Playparks** – Cllrs discussed the single contract quote received to carry out essential works on North Lane Playpark stone wall. After consideration, it was proposed by Cllr Miller, seconded by Cllr Hall,

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and thereafter resolved to defer the decision until further quotes had been received. All Cllrs voted in favour of the motion.

12. **Highways** – Cllrs discussed the findings from LCC Highways, Lincs F&RS and business owners, regarding the Gas Lane parking issue. After consideration that only 2 residents had raised the issue and that the issue was principally caused by building work, it was proposed by Cllr Miller, seconded by Cllr Hall, and thereafter resolved to defer a decision whether to proceed with a Traffic Restriction Order application until the situation had been reassessed after building work had been completed. All Cllrs voted in favour of the motion.

13. **Highways** – Cllrs discussed the requirement for posts for mounting new Speed Indicator Devices (SID). After consideration, it was proposed by Cllr Burt, seconded by Cllr Gunning, and thereafter resolved to approve payment of a total of £400 to Lincolnshire Road Safety Partnership to install two SID mounting posts, one at the existing SID site at Twenty Row and one at the junction of Top Farm Avenue and Green Man Road. All Cllrs voted in favour of the motion.

14. **Governance** – Cllrs reviewed Parish Council policies. After consideration, it was proposed by Cllr Gunning, seconded by Cllr Miller, and thereafter resolved to approve the following policies. All Cllrs voted in favour of the motion.

- [Code of Conduct](#)
- [Complaints Policy](#)
- [Consent to hold Contact Information form](#)
- [Councillor Privacy Policy](#)
- [Data Breach Policy](#)
- [Disciplinary Policy](#)
- [Equality Diversity and Inclusion Policy](#)
- [Freedom of Information Policy](#)
- [Grievance Policy](#)
- [Health and Safety Policy](#)
- [Health and Safety Arrangements](#)
- [Information and Data Protection Policy](#)
- [Internal Control Statement](#)
- [Lone Working Policy](#)
- [Media Policy](#)
- [Privacy Policy](#)
- [Publication Scheme](#)
- [Purchase of Exclusive Rights Privacy Policy Notice](#)
- [Recording of Meetings Policy](#)
- [Records Retention Policy](#)
- [Risk Management Policy](#)
- [Safeguarding Public Money Policy](#)
- [Social Media Electronic Communications Policy](#)
- [Subject Access Request Procedure](#)
- [Training & Development Policy](#)

15. **Governance** – Cllrs reviewed the draft Risk Register. After consideration, it was proposed by Cllr Burt, seconded by Cllr Munton, and thereafter resolved to approve the format and identified risks. All Cllrs voted in favour of the motion.

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16. **Governance** – The Clerk briefed Cllrs on Charity Commission guidance on Local authorities (or Councils) as trustees of charities: <https://www.gov.uk/government/publications/local-authorities-as-charity-trustees/local-authorities-or-councils-as-trustees-of-charities>. When a parish council acts as a sole trustee (also known as a corporate trustee) for a charity, the Parish Clerk is not a trustee themselves. Instead, the Clerk serves as the council's professional advisor and executive officer, managing the charity's daily operations on behalf of the council. While the parish council as a corporate body holds the legal responsibility and liability, the Clerk carries out the practical work required to meet those duties:

- a. **Administrative Management:** The Clerk is responsible for the day-to-day administration of the charity's assets, such as a village hall or recreation ground.
- b. **Legal Advice:** As the "Proper Officer," the Clerk must advise councillors on their legal obligations under charity law to ensure the council acts lawfully as a trustee.
- c. **Financial Oversight:** The Clerk usually acts as the Responsible Financial Officer (RFO), maintaining the charity's separate financial records, handling grant applications, and preparing accounts for audit.
- d. **Facilitation:** The Clerk prepares agendas and takes minutes for trustee meetings. In this context, they are often described as a "facilitator, not an instigator," acting only on the instructions of the council.
- e. **Compliance:** They ensure the council submits necessary returns to the Charity Commission and adheres to the charity's governing document.

Arising from this brief, Cllrs agreed the above responsibilities would need to be discussed further with a view to incorporating them in job specifications for the replacement Clerk and RFO, noting present incumbents would be leaving in April/May.

Also arising from this brief, Cllrs discussed the requirement for a rental valuation of the Venue middle room, football field/changing rooms, pavilion, bowling club and Parish Office. The Clerk advised that the proposed rental valuation would be appropriate in the circumstances. After consideration, it was proposed by Cllr Butler, seconded by Cllr Miller, and thereafter resolved to approve a contracted rental valuation at a cost of no more than £2000.00 (plus VAT). All Cllrs voted in favour of the motion.

17. **Governance** – In the absence of any nominations, Cllrs agreed to defer the vote for a new Deputy Chair (vice Cllr Carless) until the next meeting.

18. **St Peter's Closed Churchyard** – The Clerk briefed Cllrs on the NPC/PCC meeting to discuss the closed churchyard (31<sup>st</sup> March). Progress had been made in most respects, although the Parish Council is still waiting on NKDC to confirm the definition of what constitutes satisfactory for handover, and clarity on who is responsible for commissioning a structural survey of the walls. In order to enable further work on tople testing, tree works and surveys, Cllrs agreed to the Parish Council Caretaker assisting Graffoe PCC with keeping the lower churchyard clear of vegetation (for approximately two hours per month).

19. **Events** – The Clerk briefed Cllrs on a proposed amendment to the Xmas Market/Lights plan. Cllrs agreed to support a Xmas tree lights switch-on on Friday evening at 7pm, separately from the Xmas Market/St Peter's Carol Concert on Saturday.

20. **Updates from Portfolio Holders:**

- a. Planning (incl tree conservation). Nothing to report.

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- 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.

21. **Date & Time of next meeting:** 5<sup>th</sup> May 2026, 7.00pm.

Minutes Accepted:      *Original Signed*      **M.J.BURT**      Chairman      Date: 5 MAY 2026