

NAVENBY WITH SKINNAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 7 July 2026 at 7.00 pm

Location: The Parish Office, The Venue, Navenby.

Present: Cllrs M J Burt (Chairman), C Hall (Vice-Chair), K Gunning, D Miller, J Thompson-Burt and M Butler.

In Attendance: G Talton (Parish Clerk) and S Letham (Assistant Clerk/RFO).

Seven members of the public were also present.

Apologies: Apologies were received from Cllrs C East, S Munton.

1. Chairman's - Welcome

The Chairman welcomed all present to the meeting.

2. Public Participation

The Council heard representations from residents regarding Planning Application 26/0677/HOUS (2 Manor Farm, Navenby) both in support of, and in objection to the proposed extension. Additional written representations were received.

AGREED that Cllrs Burt, Gunning and Thompson-Burt undertake a site visit on 8 July 2026 to assist the Council in formulating its response prior to the NKDC consultation deadline of 10 July 2026.

ACTION: Clerk to receive any further information from residents and circulate to Members where appropriate.

3. Apologies, Declarations of Interest and Applications for Dispensation

Apologies were received from Cllrs East and Munton.

No declarations of interest were made.

No applications for dispensation were received.

4. Minutes of previous Parish Council Meeting, held on Tuesday, 4 June 2026

Proposed by Cllr Thompson-Burt and seconded by Cllr Miller. All Cllrs voted in favour of the motion.



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RESOLVED that the minutes of the Parish Council meeting held on 4 June 2026 be approved as a true and accurate record and signed by the Chairman.

5. Financial Report and Authorisation of Payments (Appendix A)

Bank Balances. The Assistant Clerk/RFO reported bank balances of:

Current Account – £50,479.32

Deposit Account – £77,271.52

Financial Report. Members considered the financial report and schedule of payments.

RESOLVED that the payments detailed in Appendix A be approved for payment.

Banking Signatory Arrangements. The Council considered banking signatory arrangements.

AGREED that Cllr Munton be removed as a Co-operative Bank signatory and Cllr Thompson-Burt be appointed in her place – this will be voted on at the meeting scheduled for 4 August.

6. Updates from District/County councillors

District Cllr Hagues and County Cllr Overton were not present. Written reports had been circulated.

7. Planning matters

a) Planning Applications

26/0677/HOUS – 2 Manor Farm, Navenby

The application was considered following public participation. Members agreed that a site visit should take place before submitting the Council's response.

b) Planning Correspondence

Members noted correspondence from NKDC Planning Enforcement regarding 54 High Street, Navenby.

The following planning decisions were noted:

26/0416/FUL – 6 North Lane, Navenby – Approved.

26/0494/HOUS – Top Farm Barn, 3 Green Man Road, Navenby – Approved.



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c) Tree Conservation

No matters were raised.

8. Correspondence

Members considered correspondence received.

Parking. Gas Lane.

AGREED that Cllr Miller investigate residents' concerns and report back to Council.

E-Waste Recycling Initiative.

ACTION - Clerk to contact NKDC to obtain information regarding the provision of an electronic waste recycling event.

9. Navenby Playing Field Association (NPFA)

Members received an update regarding the draft Service Level Agreement (SLA) between NPFA and Navenby Junior Football Club (NJFC).

The Chairman reported on discussions with Lincolnshire FA regarding the future management of the NPFA.

ACTION - Cllr Miller to organise a meeting of all stakeholders.

Members were reminded to familiarise themselves with the relevant documentation prior to the Trustee meeting on 14 July 2026.

10. Parish Office Service Level Agreement

Members considered the revised Service Level Agreement.

Proposed Cllr Burt, Seconded Cllr Miller.

Voting:

For – 5

Against – 1

RESOLVED to approve the revised Service Level Agreement.

A handwritten signature in black ink, appearing to be 'my' followed by a large, stylized loop.

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11. Parish Office Opening Hours

Members considered revised office opening hours.

Proposed Cllr Burt, Seconded Cllr Gunning.

Voting:

For – 5

Against – 1

RESOLVED that the Parish Office opening hours be amended to 9.00 am to 12.00 noon, Monday to Thursday.

12. Clerk and RFO Responsibilities in Relation to the NPFA

Members considered the proposed responsibilities for supporting the Council in its capacity as Managing Trustee of the NPFA.

AGREED that consideration be deferred until the August meeting pending further advice.

13. Portfolio Holder Reports:

a) Cemetery

Damaged Memorial Stone. Members considered repairs to a damaged memorial stone.

Proposed Cllr Gunning, Seconded Cllr Thompson-Burt.

RESOLVED to approve expenditure of £375 plus VAT for the repair.

Draft Cemetery Guide. Members also considered the draft Cemetery Guide.

ACTION – All Councillors to submit comments before the next meeting.

b) Play Areas

An update was received regarding Twenty Row Play Area and the KOMPAN inspection report.

AGREED Cllrs Thompson-Burt and Hall would meet to review inspection report and provide recommendations for the next meeting and quotations be obtained for the required works.

ACTION: Portfolio Holders and Clerk to obtain quotations.



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c) Library

Members considered the Brown & Co valuation report and future rental arrangements.

Proposed Cllr Burt, Seconded Cllr Miller.

Voting:

For – 5

Abstentions – 1

RESOLVED that the annual ground rent be set at £2,400 with effect from April 1, 2027. This figure does not include a fee for utilities.

d) Human Resources

The HR Committee reported that recruitment had been completed for both the Clerk and Responsible Financial Officer (RFO) posts. Cllr Thompson-Burt thanked those Cllrs involved for their support during recruitment process.

The Council noted that the new Clerk commenced employment on 6 July 2026 and the RFO is due to commence in August.

AGREED another committee meeting required to ensure correct induction process is followed.

14. Close of Meeting

There being no further business, the Chairman thanked those present and declared the meeting closed at 8.15 pm.

15. Date of Next Meeting

The next meeting of the Parish Council will be held on **Tuesday 4 August 2026** at 7.00 pm.

Minutes Accepted:


M J BURT

Date: 4 AUGUST 2026