

## WILLOUGHTON PARISH COUNCIL

The Parish Council meeting was held in the Village Hall,  
Thursday 23<sup>rd</sup> November 2023 @ 6.30pm.

### **PRESENT**

Cllr. Mrs. S. Rovezzano (Vice-Chair), Cllr. Miss. K. Clarke, Cllr. Mr. D. Cowell, Cllr Mrs. T. Given,  
Cllr. Mrs. K. Phillips, Cllr. Mr. G. Rowles Nicholson, and Ms. Hazel Fox (Clerk).

### **2311/1. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr. Ms. H. Goring (Chair) and Cllr. Mr. P. Howitt-Cowan (W.L.D.C.).

### **2311/2. DECLARATIONS OF INTEREST/DISPENSATIONS.**

Cllr. Mr. D. Cowell expressed an interest as his Wife is Chair of the Board of Governors of Willoughton School.

### **2311/3. MINUTES OF THE MEETINGS HELD 27<sup>TH</sup> JULY 2023 AND 28<sup>TH</sup> SEPTEMBER 2023.**

**Resolution:** Minutes approved and were signed by the Vice-Chair.

### **2311/4. REPORT FROM CLLR. MRS. C. PERRATON-WILLIAMS.**

Cllr. Perraton-Williams did not attend and neither apology nor a report were received.

Councillors expressed disappointment that emails were also not responded to, and assistance was not being given with highways matters.

**RESOLUTION: The Clerk will write to Cllr. Perraton-Williams requesting an explanation of the lack of contact and seek assurances the situation will improve.** **Action: Clerk.**

### **2311/5. REPORT FROM CLLR. MR. P. HOWITT-COWAN**

Mr Howitt-Cowan had previously sent apologies due to a prior engagement. A report is being prepared for December and will be forwarded when available.

### **2311/6. PRECEPT FOR 2024/2025.**

The Clerk had presented Councillors with an estimated financial position at year end and a budget of costs for the following year. Councillors discussed increases expected for maintenance of the refurbished play area equipment and uplift required for insurance, Clerk's remuneration and litter picking costs.

**RESOLUTION: The precept will increase by 6.8% in line with inflation. Cllr. Mrs. S. Rovezzano, Cllr. Mrs. K. Phillips, Cllr. Mr. D. Cowell and The Clerk signed the Final Claim Form. The Clerk will return to West Lindsey District Council.** **Action: Clerk.**

### **2311/7. PLAYING FIELD.**

#### **a. Grant applications.**

Grant funding of £10,320.00 has been pledged by West Lindsey District Council. The Clerk has lodged a funding request with the National Lottery. An application has been prepared to the FCC Foundation and is awaiting a copy of the lease renewal to accompany. Cllr. Mr. G. Rowles Nicholson is working on preparation and Councillors thanked Cllr. Rowles Nicholson. Councillors agreed, should the Clerk need authorisation to complete any other applications, this should be approved by email if required before the next meeting.

#### **b. Clerk and Councillor inspections.**

All Councillors volunteered to be on a rota for basic inspections of the play area, and to inform the Clerk of any matters requiring urgent attention. The Clerk distributed information on downloading and

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using the Safety Culture app and how to access on the website.

**RESOLUTION: The Clerk will prepare a rota and will distribute to all Councillors. Action: Clerk.**

## **2311/8. HIGHWAYS.**

### **a. Water corner of Gainsborough Road (outside Caudle House).**

Cllr. Mrs. K. Phillips has had further discussions with Mr Steve Hudson from Lincolnshire Highways. Mr. Hudson will contact Anglian Water in an attempt to resolve the situation. Cllr. Phillips will continue to liaise. Mr Hudson also advised, his staff are dealing with a blocked drain on Templefield Road, near the Stirrup Inn.

**Action: Cllr. Phillips.**

### **b. Collapsed drain at Templefield Road (bottom of Hollowgate Hill).**

Cllr. Mrs. K. Phillips advised this matter is ongoing. The Clerk will continue to contact Cllr. Mrs. C. Perraton-Williams for an update.

**Action: Clerk.**

### **c. Blocked grating between 3 and 7 Northfield Lane.**

Cllr. Mr. G. Rowles Nicholson had previously reported this issue, which leads to icing in the winter and had been assured it would be cleared. This has not been done, and Cllr. Rowles Nicholson has reported again via "Fix my Street". The Clerk has written to Mr Steve Hudson requesting assistance with this matter. Cllr. Rowles Nicholson also requested assistance from Cllr. Perraton-Williams. A reply was received, to advise jetters have attended recently on the other side of the road, Hollowgate Hill and Pond Corner and will request this location is also attended to. The Clerk and Cllr. Rowles Nicholson will continue to pursue.

**Action: Cllr. Rowles Nicholson/Clerk.**

### **d. Complaint from member of the public, hedge and grass verge outside The Bungalows and litter.**

The Clerk had received a complaint regarding the hedge and verge becoming overgrown, and medical staff attending patients in nearby houses discarding gloves. Cllr. Mr. G. Rowles Nicholson advised the hedge is the property of Limestone Farming, and this has now been cut. Councillors advised, the grass verge is the responsibility of West Lindsey District Council, and this has also been attended to. The Clerk will write to the resident to update them and request more information on the medical staff so this can be taken further.

**Action: Clerk.**

### **e. Trees and shrubs around the War Memorial/general upkeep of monument.**

The Clerk has received a complaint from a member of the public regarding the general appearance of the memorial and the requirement for weeds and moss to be removed. Cllr. Mr. G. Rowles Nicholson offered to attend to the cleaning. Councillors thank Mr. Rowles Nicholson for his assistance. Cllr. Ms. H. Goring had previously advised the Clerk, a member of the public has requested agreement to maintain the shrubs as a goodwill gesture and sought Council approval.

**RESOLUTION: The Clerk will write to the member of the public with an update and will request Cllr. Goring informs the resident, authority is given to maintain the shrubs, however this will be at their own risk.**

**Action: Clerk.**

## **2311/9. VILLAGE CHRISTMAS TREE/LIGHTING EVENT/RISK ASSESSMENTS.**

Cllr. Mrs. S. Rovezzano volunteered to obtain a tree for the Village and for the Church and will request assistance from Cllr. Ms. H. Goring to collect. Cllr. Mr. G. Rowles Nicholson agreed to help with the installation. Cllr. Rovezzano will arrange decoration. All Councillors were thanked for their generous offers. The Clerk will liaise with Cllr. Rovezzano regarding reimbursement of costs.

The Village Hall has decided not to hold an event this year, and a more informal light switch on will take place when the tree is in place. The Clerk has prepared risk assessments for both.

**Action: Cllr. Rovezzano/Cllr. Goring/Cllr. Rowles Nicholson.**

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### **2311/10. COUNCILLOR EMAIL ADDRESSES.**

All Councillors are now using the .gov.uk email addresses with the exception of Cllr. Mr. G. Rowles Nicholson and Cllr. Mrs. S. Rovezzano, who requested to continue with their own personal addresses. It was agreed, if this is their own personal preference, this should be respected. The Clerk will continue to use their personal address to send correspondence. Cllr. Mr. D. Cowell reported difficulties syncing the new email address with his phone. The Clerk will contact Cloudnext to request a member of staff whom Cllr. Cowell can discuss with and contact details.

**Action: Clerk.**

### **2311/11. PROCEDURE FOR ELECTION OF CHAIR.**

Councillors agreed, the current procedure is suitable and requires no amendments, however the process should be documented.

**RESOLUTION: The Clerk will produce a concise form of words detailing the process and will bring to the next meeting.**

**Action: Clerk.**

### **2311/12. CLERK ANNUAL REVIEW**

Councillors had previously discussed the performance of the Clerk and agreed, the period of probation was satisfactorily completed.

### **2311/13. ACCOUNTS.**

#### **a. NALC salary award for Clerks.**

This was received and accepted.

#### **b. To approve payments.**

**RESOLUTION: The following payments were approved, and cheques were signed by Cllr. Mrs. S. Rovezzano and the Clerk:**

LUANA DE SANTIS LITTER PICKING FOR NOVEMBER	£104.20
HAZEL FOX SALARY FOR 27 OCTOBER – 1 DECEMBER (5 WEEKS)	£265.60
HAZEL FOX PAY INCREASE BACK PAY	£120.00
WILLOUGHTON VILLAGE HALL RENT FOR POSTAL OUTREACH SERVICES OCTOBER & NOVEMBER (29 SEPTEMBER TO 1 DECEMBER) 9 WEEKS @ 2 HOURS OF £6	£108.00
WILLOUGHTON VILLAGE HALL RENT FOR POSTAL OUTREACH SERVICES DECEMBER & JANUARY (1 DECEMBER – 2 FEBRUARY) 9 WEEKS @ 2 HOURS OF £6	£108.00
HAZEL FOX SALARY FOR 1 DECEMBER- 29 DECEMBER (4 WEEKS)	£212.48
LUANA DE SANTIS LITTER PICKING FOR DECEMBER	£104.20

#### **c. Cheque signatories.**

Cllr. Mr. D. Cowell completed the form. The Clerk will now send to the bank.

**Action: Clerk.**

#### **d. Poppy Appeal**

The Clerk had purchased a wreath @ £25, which was laid at the War Memorial on Remembrance Sunday. The Clerk was asked to further donate £25 to the Royal British Legion.

**Action: Clerk.**

### **2311/14. CORRESPONDENCE RECEIVED.**

26<sup>th</sup> September – LCC – Notification of approval of planning application 147220.

28<sup>th</sup> September – LCC – Town and Parish News.

28<sup>th</sup> September – LALC – Gainsborough Academy Consultation.

29<sup>th</sup> September – WLDC – Polling review notice.

29<sup>th</sup> September 13<sup>th</sup> October, 27<sup>th</sup> October and 10<sup>th</sup> November - LALC- E-news.

2<sup>nd</sup> October – Lincs & Notts Air Ambulance – Newsletter.

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2<sup>nd</sup> October Lincolnshire Police – Parish Council engagement sessions.  
18<sup>th</sup> October – Neighbourhood policing – update.  
18<sup>th</sup> October – LALC – Training bulletin.  
24<sup>th</sup> October – Parish Online – Newsletter.  
27<sup>th</sup> October – LALC- Notification of school admission policy consultations 2025/2026.  
29<sup>th</sup> October – Paul Howitt-Cowan – November report.  
31<sup>st</sup> October – Rural Services Network – Bulletin.  
31<sup>st</sup> October – LCC – Town and Parish Council update.  
1<sup>st</sup> November – Central Lincolnshire Plan Team – Consultation of validation list.  
1<sup>st</sup> November – Rural Services Network – Bulletin.  
6<sup>th</sup> November – WLDC – Notification of updated electoral register.  
9<sup>th</sup> November – Central Lincolnshire Plan Team – Update on Planning obligations supplementary planning document.  
10<sup>th</sup> November – WLDC – Garden waste subscription news.  
14<sup>th</sup> November – Rural Services Network – Bulletin.  
15<sup>th</sup> November – Lincolnshire Police – Quarterly update.

**2311/15. REQUEST FOR AGENDA ITEMS FOR FUTURE MEETINGS.**

None advised.

**2311/16. NEXT MEETING.**

The date and time of the next meeting will be (subject to any change in circumstances):

**Thursday 25<sup>th</sup> January 2024 @ 6.30 pm**

The meeting closed @ 19.18 pm.

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