

WILLOUGHTON PARISH COUNCIL

Minutes of the Parish Council meeting held in the Village Hall,
Thursday 24th July 2025 @ 6.30pm.

PRESENT

Cllr. Mr. D. Cowell (Chair), Cllr. Mr. G. Rowles Nicholson (Vice Chair), Cllr. Miss. K. Clarke, Cllr Mrs. T. Given and Cllr. Mrs. K. Phillips.

Also present, Cllr. Mr. P. Howitt-Cowan, Cllr. Mr. C. Reeve and Ms. Hazel Fox (Clerk).

2507/01. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr. Ms. H. Goring and Cllr. Mrs. S. Rovezzano.

2507/02. DECLARATIONS OF INTEREST/DISPENSATIONS.

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

Cllr. Mr. G. Rowles Nicholson expressed an interest as lessee of the Playing Field. Cllr. Mr. D. Cowell and

Cllr. Mr. G. Rowles Nicholson expressed an interest in Willoughton Church and Churchyard.

2507/03. PUBLIC PARTICIPATION.

Cllr. C. Reeve discussed issues at Hemswell Primary School. Structural defects have been discovered in the building necessitating a closure. Surveys are being undertaken, and pupils are being schooled in temporary classrooms. Currently there are 37 pupils which falls short of the 55 minimum required to keep a school open, however the future of the school has been assured. Cllr. Mr. P. Howitt-Cowan thanked Cllr. Reeve for keeping him informed.

2507/04. MINUTES OF THE MEETING HELD 22nd MAY 2025.

Resolution: Minutes approved and were signed by the chair.

2507/05. REPORT FROM CLLR. MR. P. HOWITT-COWAN.

Cllr. Howitt-Cowan had submitted a report in advance of the meeting which was distributed to all Councillors. The report discussed the appointment of Bill Cullen as interim CEO of West Lindsey District Council until the arrival of the new CEO Paul Burkinshaw following the retirement of Ian Knowles. The Leader of West Lindsey District Council was removed from office at a meeting on 7th July. Devolution was explained, and the new state of the art cinema opening in Gainsborough Market Place. Cllr. Howitt-Cowan suggested the Parish Council should be aware of the Community Grants scheme which is now open for applications and encouraged the preparation of an Emergency Plan for the village.

The Chair requested all Councillors consider projects the village could undertake and apply for funding for. The Clerk was directed to post on social media, asking residents if they would like to see anything for the village which we do not currently have, or any improvements. This will be added to the September meeting for discussion. **Action: Clerk.**

Cllr. Howitt-Cowan will send details to the Clerk of the process for beginning an Emergency Plan. This will be discussed again at the September meeting. **Action: Clerk.**

2507/06. PLAYING FIELD.

a. Fencing.

The fencing has now been replaced at a cost of £2,907.00 plus vat. Thanks were expressed to Mr Charlie Longman and Mr Adrian Hall for their assistance with this.

b. Clerk and Councillor inspections.

Cllr. Miss. K. Clarke had undertaken weekly inspections and noted issues with full bins and dog fouling. Cllr. C. Reeve enquired if dog waste bags were provided by the Parish Council to encourage residents to pick up and reminded fines can be imposed when dog walkers do not have on their person the means to pick up. Cllr. Mr. P. Howitt-Cowan advised West Lindsey District Council no longer supply dog wardens, however, will send details to the Clerk of dog waste bag dispensers which the Parish Council could consider installing. The Clerk was requested to post on social media and ask villagers to be vigilant and alert the Parish Council if they see this happening. **Action: Clerk.**

The Clerk noted the following observations during the monthly inspection: Loose post on the trim trail, full bins and bird fouling at the top of the wave slide and on benches. Kompan had returned and repaired the loose fixing on the rotating

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climber and twisted fixing on the trim trail. The Clerk expressed concern that bird fouling is not cleaned off. A resident had offered to clean bird fouling as an interim measure. The Clerk was asked to check with our insurance company if the resident is covered whilst performing this. The Clerk will report the loose post to Kompan. Cllr. Howitt-Cowan will discuss bin emptying with West Lindsey District Council. **Action: Clerk.**

2507/07. LINCOLNSHIRE POLICE BRIEFING SESSIONS.

The Parish Council has been invited to attend a session on 25th September 2025. The Police and Crime Commissioner, Local Policing Superintendent, District Chief Inspector and the Neighbourhood Policing Inspector will participate. No Councillors were available to attend. The Clerk volunteered to attend on behalf of the Council. **Action: Clerk.**

2507/08. POLICIES AND PROCEDURES.

The Clerk had prepared an updated Job Description and Contract of Employment using the NALC template.

Resolution: The contract was accepted without amendment and was signed by the Chair.

2507/09. COUNCIL INSURANCE.

The Clerk had received a quotation from Zurich Insurance; however, the cover was not sufficient for the value of play equipment the Parish Council own. The Clerk will request a higher cover and will revert back at the September meeting. The three-year undertaking from Clear Councils is not accepted currently. **Action: Clerk.**

2507/10. HIGHWAYS.

a. Water corner of Gainsborough Road outside Caudle House.

Anglian Water had found the presence of chlorine and excavated to investigate. No leak was found in their equipment and no further presence of chlorine found. The Clerk chased again and a meeting was arranged between a representative and Cllr. Mr. G. Rowles Nicholson. The investigations did not take place in the correct area of the road, and therefore further works will be undertaken at site.

b. Repairs to collapsed/damaged drain Pond Corner (junction of Templefield Road and Hollowgate Hill).

Lincolnshire Highways report no issues with drain. This matter will be closed.

c. Blocked grating between 3 and 7 Northfield Lane.

This drain is blocked again, and the Clerk had reported to Lincolnshire Highways on 21st July.

d. Hollowgate Hill.

The road will be surface dressed between 7th and 13th August.

e. Speed indicator devices.

The Road Safety Partnership advised, the units can be turned around to capture speeds in both directions. A tool bit will be required to loosen the tam torque straps at a cost of £10.90 for two from HCL Clamping. It was also advised, the unit on Vicarage Road would be better utilised by pointing it towards the village centre. **Action: Clerk.**

Cllr. Ms. H. Goring had informed the Clerk, the battery powered unit on Hollowgate Hill is now not operating. The Clerk had discussed with The Road Safety Partnership replacing with a solar powered unit. The current unit is in a good position to capture speeds in both directions. There is an alternative post further up the hill, however that would only be suitable for traffic coming into the village. The Clerk had obtained a quotation from Elan City for £2,400 plus vat for a solar powered replacement. Councillors discussed purchasing another unit and the position.

Resolution: A solar powered unit is purchased to replace the battery powered model in the same position. The Clerk is to contact Elan City to request a possible trade in value or further discount. Action: Clerk.

f. Safety review A15/B1398 roads.

Sir Edward Leigh MP had written to the Chief Executive Debbie Barnes OBE at Lincolnshire County Council supporting the Parish Council's request for a safety review. Karen Cassar, Assistant Director of Highways had further responded that ongoing monitoring of the A15 between Caenby Corner and the county boundary continues to be carried out by the Lincolnshire Road Safety Partnership. As yet no schemes have been finalised, but the area continues to be subject to a detailed review.

No safety schemes are currently planned on the B1398, but a letter was written to Cllr. Mr. C. Reeve to confirm their

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support, which was forthcoming for a speed limit assessment to be carried out for a potential limit in the vicinities of Willoughton and Blyborough junctions. Cllr. Mr. C. Reeve advised the Parish Council have his full support. The Clerk will chase up for further news from Lincolnshire Highways. **Action: Clerk.**

Cllr. Mr. C. Reeve will write to Hemswell Parish Council requesting advise on best procedure to follow to ensure a successful outcome.

Mrs Dean at Willoughton Primary School has included a reminder in her newsletter to ask parents to be mindful of their speeds through the village and to drive with consideration.

g. Daffodil planting.

The Clerk had discussed insurance for residents working adjacent to the highway with Clear Councils. Providing all employees and volunteers are working at the sole request of and under the sole control of the Parish Council, using tools, materials and equipment provided by the Parish Council, that the existing Public and Employers Liability Sections of the policy would apply. Risk assessments must be carried out prior. Cllr. Mr. G. Rowles Nicholson offered to donate bulbs on behalf of Limestone Farming, and Cllr. Mrs. K. Phillips advised she could secure at a favourable price. Councillors thanked Cllr. Rowles Nicholson and Cllr. Phillips. **Action: Cllr. Mr. G. Rowles Nicholson and Cllr. Mrs. K. Phillips**

The Clerk had written again to the Co-op Community Coordinator, however had not received a reply. Cllr. Mr. D. Cowell volunteered to chase on behalf of the Clerk. **Action: Cllr. Mr. D. Cowell.**

2507/11. FIRST AID/DEFIBILLATOR TRAINING.

A reply is awaited from Glentworth Parish Council. Their Clerk had added to their next agenda to discuss.

A date was offered by the trainer of 30th August, free of charge with a donation requested to Lincscfr. Only one Councillor replied with availability. Alternative dates of 11th or 18th October have been offered. The Clerk will email all Councillors again to check preferred date and if the Village Hall is available. **Action: Clerk.**

2507/12. ACCOUNTS.

a. To approve payments.

Resolution: The following payments are approved:

LITTER PICKING JULY £122.10

LITTER PICKING AUGUST £122.10

CLERK SALARY 27TH JUNE-1ST AUGUST £278.20

CLERK SALARY 1ST AUGUST-29TH AUGUST £222.56

CLERK REINBURSE INTERFLORA £51.00

SLCC CLERK TRAINING (PREVIOUSLY AGREED) £450.00

LINCOLNSHIRE COUNTY COUNCIL (COST FOR SPEED INDICATOR POST INSTALLATION) £400.00

This will leave £11,659.08 in the parish council accounts.

b. Remembrance Sunday.

The Clerk requested permission to purchase a poppy wreath and asked if a donation would be made to the poppy appeal.

Resolution: The Clerk is authorised to purchase a poppy wreath and £50 will be donated to the poppy appeal.

Action: Clerk.

2507/13. CORRESPONDENCE RECEIVED.

23/05/25 WLDC Parish News.

23/05/25, 06/06/25, 20/06/25 & 04/07/25 LALC E-News.

23/05/25 Member of the public Enquiry regarding speed indicator devices.

24/05/25 Member of the public Enquiry regarding litter picking.

27/05/25 LCC Town & Parish Council update.

29/05/25 LCC Highways Notification of road closure Long Lane.

30/05/25 LALC Summer conference information.

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05/06/25 Cllr. C. Reeve B1398 speed limit request information.
05/06/25 Clear Councils Insurance Renewal documents.
10/06/25 WLDC Workshops availability.
12/06/25 Resident Various enquiries.
13/06/25 Cllr Paul Howitt-Cowan Grant information.
13/06/25 LALC AGM information.
18/06/25 LALC Invitation to Lincolnshire Show marquee.
19/06/25 Sir Edward Leigh MP Response from LCC Highways.
20/06/25 Clear Councils Insurance Newsletter.
25/06/25 ROSPA Notification of play area inspection for August.
25/06/25 LCC Town and Parish Council update.
26/06/25 Member of the public Information request regarding Kirton in Lindsey Gliding Club.
26/06/25 LCC Highways Notification of TTR Gainsborough Road.
27/06/25 LALC AGM information.
27/06/25 WLDC Grant funding information.
30/06/25 LALC Annual report.
01/07/25 Lincolnshire Police Notification of upcoming briefing session.
01/07/25 LALC Training bulletin.
03/07/25 LCC Notification of TTR Old Leys Lane.
07/07/25 LCC Update on resurfacing Hollowgate Hill.
07/07/25 WLDC Parish News.
09/07/25 Lincolnshire Police Invitation to Briefing Session.
10/07/25 LALC Reminder of Summer Conference.
11/07/25 Inspector Michael Head (Lincolnshire Police) Crime update/statistics.
11/07/25 Cllr Paul Howitt-Cowan Information re appointment of New Chief Executive.
11/07/25 Greater Lincolnshire Local Government Reorganisation.
15/07/25 ROSPA Notification of play area inspection for August.
16/07/25 Cllr. Mr P. Howitt-Cowan Report.

2507/14. REQUEST FOR AGENDA ITEMS FOR FUTURE MEETINGS.

Neighbourhood plan review.
Village Hall rental.
Emergency Plan. Cllr. Mr. P. Howitt-Cowan will contact Grant White for advice.

2507/15. NEXT MEETING.

The Chair requested the next meeting date of Thursday 25th September is amended to Wednesday 17th September 2025 @ 6.30 pm in the Village Hall.

Resolution: Agreed unanimously.

The meeting closed @ 19.31 pm.

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