

WILLOUGHTON PARISH COUNCIL

**The Annual meeting of the Parish Council was held in the Village Hall,
Thursday 28th May 2026 @ 6.35 pm.**

PRESENT.

Cllr. G. Rowles Nicholson (Vice-Chair), Cllr. K. Clarke, Cllr. H. Goring, Cllr. S. Rovezzano and Hazel Fox (Clerk).
Cllr. C. Reeve (County Councillor for Scotter Rural).

2605/01 ELECTION OF CHAIR.

a. The Council received nominations and elected a Chair for the Parish Council for 2026/2027.

Cllr. S. Rovezzano nominated Cllr. G. Rowles Nicholson. Cllr. H. Goring seconded this proposal. No other nominations were received.

RESOLUTION: Cllr. G. Rowles Nicholson is elected Chair of the Parish Council for 2026/2027.

b. Cllr. G. Rowles Nicholson signed the Chair's Declaration of Acceptance of Office.

2605/02 ELECTION OF VICE-CHAIR.

a. The Council received nominations and elected a Vice-Chair for the Parish Council for 2026/2027.

Cllr. H. Goring nominated Cllr. K. Clarke. Cllr. G. Rowles Nicholson seconded this proposal. No other nominations were received.

RESOLUTION: Cllr. K. Clarke is elected Vice-Chair of the Parish Council for 2026/2027.

b. Cllr. K. Clarke signed the Vice-Chair's Declaration of Acceptance of Office.

2605/03 APOLOGIES FOR ABSENCE.

Cllr. D. Cowell, Cllr. K. Phillips, Cllr. T. Given, and Cllr. P. Howitt-Cowan (District Councillor for Hemswell Ward). Apologies were accepted and approved by the Council as valid.

2605/04 DECLARATIONS OF INTEREST/DISPENSATIONS.

Cllr. G. Rowles Nicholson expressed personal interests as lessee of the Playing Field and Football Field and in Willoughton Church and Churchyard.

2605/05 PUBLIC PARTICIPATION.

No public present.

2605/06 MINUTES OF THE MEETING HELD 10TH APRIL 2026.

The Council considered the minutes of the Parish Council meeting held 10th April 2026.

RESOLUTION: The minutes were duly approved and were signed by the chair.

2605/07. REPORT FROM CLLR. P. HOWITT-COWAN.

Cllr. P. Howitt-Cowan advised a written report will be submitted to the Council shortly.

2605/08. REPORT FROM CLLR. C. REEVE.

Cllr. C. Reeve thanked the Parish Council for the warm welcome given in his first year of office and looked forward to working with the Council in the coming year. Surface dressing of identified roads in the county will commence shortly. Scampton Holdings will be submitting a bid funded by West Lindsey District Council for the RAF Scampton base, who will then sell the facility to Scampton Holdings. West Lindsey District Council will retain the roads, streetlights, and common green areas. If successful, the project will be of benefit to the area. There may be competition from two other bids. Lincolnshire County Council Highways have recommended the planning application for the Old Blacksmith's is refused due to utilities located within the surrounding land and unacceptable risk to highway safety for drivers and users of the site. Cllr. Reeve is awaiting receipt of a £3,000 funding pot, which will allow up to £250 to be awarded for suitable projects in the parish. A larger £250,000 funding pot is available for more substantial projects. The Chair thanked Cllr. Reeve for an informative report.

2605/09. RISK ASSESSMENT/AUDIT PAPERS.

The Council considered the following:

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Dated.....

- a. Approve Annual Internal Audit Report 2025/2026.
- b. Approve Annual Governance Statement 2025/2026.
- c. Approve Accounts 2025/2026.
- d. Approve Accounting Statements 2025/2026.
- e. Approve Certificate of Exemption 2025/2026.
- f. Approve Risk Assessment.
- g. Approve Meeting Schedule 2026/2027.

RESOLUTION: All approved and signed by the Chair, Vice-Chair and Clerk.

The Council thanked Mr B. Peurt for producing the accounts for the Parish Council and auditing the work of the Clerk.

2605/10 POLICIES AND PROCEDURES.

The following policies were considered:

- a. Action Plan 2026/2027.
- b. Recruitment and Selection Policy and Procedures.
- c. Staff Appraisal Policy.
- d. Appraisal Form.

RESOLUTION: Policies are approved without amendment.

- e. To consider the formation of a Personnel & Disciplinary Committee.

RESOLUTION: This item be deferred to the next meeting for consideration.

2605/11 COUNCIL INSURANCE AND ASSET REGISTER.

The Clerk distributed the asset register. The renewal has been received for the Parish Council insurance from Clear Councils at £711.97. The previous year was £695.87. Councillors agreed the insured sum was sufficient. The Clerk had received an alternative quote from Zurich of £563.00, however the sum offered for play area equipment of £63,500 did not offer enough cover. The Clerk had received forms to complete to receive a bespoke quote, however due to time constraints had not been able to fill these in. As the Council undertook a three-year undertaking with Clear Councils in 2025, it was agreed the Clerk request a quote from Zurich in May 2027 to compare and continue with Clear Councils.

RESOLUTION: The Clerk was instructed to pay the renewal with Clear Councils. Action: Clerk.

2605/12 PLAYING FIELD.

a. Outstanding matters.

Kompan attended site on 7th May and repaired the roundabout and installed new grass matting under the toddler swing. Cllr. G. Rowles Nicholson has power washed the play boat and slide.

b. Clerk and Councillor inspections.

Cllr. K. Clarke has been undertaking visual weekly inspections, and the Clerk is conducting in-depth monthly inspections. Issues noted were:

Bird fouling on the upstairs wheel of the play boat, and on the bin near the entrance. Cllr. G. Rowles Nicholson will deal with these when time allows.

2605/13. HIGHWAYS.

a. Blocked grating between 3 and 7 Northfield Lane.

The Clerk had reported this again on Fix My Street on 24th April. The last update was 27th April to advise the job had been issued to a delivery gang. Cllr. C. Reeve requested a copy of the report to help in chasing this up. **Action: Clerk.**

b. Hollowgate Hill. Repairs awaited to road surface.

Lincolnshire County Council Highways confirm this is scheduled to be resurfaced, however no timescale is available. It is likely to be after the summer when the surface has stabilised to provide a clearer understanding of the defects.

c. Safety review A15/B1398 roads.

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No update to report.

d. Daffodil planting.

This was deferred to the next meeting when Cllr. K. Phillips is present. Photos of where the daffodils currently are, would be beneficial if these can be obtained prior to the meeting. **Action: Clerk.**

e. Salt bins.

Tim Hunter (LCC Highways) advised, the bin @ Whitleather Marshal does qualify for a salt bin due to proximity of bends and speed/volume of traffic and therefore will not be removed. If the bin were removed from that location, it would be installed elsewhere and not Church Street as that does not qualify. Tim has been and looked at Church Street himself to confirm. The Council could purchase a bin themselves, however they would be responsible to the upkeep and replenishing with salt.

RESOLUTION: The Council will keep this under review.

f. Village entrance fencing.

This was deferred to the next meeting when more Councillors will be present.

2605/14. FIRST AID/DEFIBRILLATOR TRAINING/BLEED KITS.

Due to year end accounts, the Clerk had not had sufficient time to collate dates from Councillors and consult with the provider. The Clerk will collate dates for training and advise in due course. A bleed kit has been obtained free of charge and was delivered to Cllr. G. Rowles Nicholson. The kit has been passed to the Clerk, and it was agreed, this should be housed in the defibrillator box at the Village Hall. **Action: Clerk.**

2605/15. VILLAGE HALL.

This is deferred to the next meeting.

2605/16. EMERGENCY/FLOOD PLAN.

The Clerk had typed up the plan, however required more input from Councillors to complete this. It was agreed, this be deferred to the next meeting to allow more Councillors to be present.

2605/17. ACCOUNTS

a. To approve payments:

RESOLUTION: The following were approved, and the Clerk is authorised to make payments:

Already paid:

WLDC Defibrillator Maintenance Long Lane £114.00.

WLDC Defibrillator Maintenance Village Hall £114.00.

Limestone Rangers Grant £1000.00.

Willoughton Village Hall rent (for 2025/2026) £675.00.

To pay:

Cloud Next domain renewal £60.00.

Kompan repairs to grass matting £228.00.

Litter picking May £127.10.

Litter picking June £127.10.

Clerk salary May £296.40.

Clerk salary June £237.12.

Clear Councils Insurance £711.97.

Action: Clerk.

Not approved:

Willoughton Village Hall rent (for 2026/2027) £675.00. An increase had not been applied since 2020, and a request for an increase was deferred in 2025/2026. The Auditor advised the Council, payment for rental

Signed.....

Dated.....

should not be allowed to lapse and prompt payment is necessary. Councillors agreed rental should be reviewed annually and follow the same increase as the percentage precept increase.

RESOLUTION: The Clerk will calculate the increase from March 2019 onwards using the percentage increase of the precept and send to Cllr. H. Goring for checking, prior to passing to other Councillors. This will be brought back to the next meeting for approval.

Current bank balances are £7,611.92 in the Current Account and £3,736.96 in the Savings Account. Santander have implemented a £4.99 monthly charge for administering the Parish Council bank account. The Auditor advised the Clerk on suitable alternative accounts to explore, and the Clerk will obtain more information to bring back to the next meeting. **Action: Clerk.**

b. Budget Monitoring 2026/2027.

The Clerk had previously sent a budget monitoring sheet to all Councillors. No issues were raised.

2605/18.CORRESPONDENCE RECEIVED.

30/03/26 Clear Councils Insurance Newsletter.
30/03/26, 31/03/26 & 08/05/26 LALC Information re: webmaster.
31/03/26 & 15/05/26 LCC Town & Parish Council update/news.
07/04/26 & 08/05/26 WLDC Parish News.
07/04/26 LCC TTRO Templefield Road.
09/04/26 LALC Training bulletin.
10/04/26, 24/04/26 & 08/05/26 LALC E-News.
10/04/26 LCC TTRO Templefield Road.
14/04/26, 28/04/26, 05/05/26, 12/05/26 & 19/05/26 Causeway One Network Roadworks & Traffic Restrictions Alert.
14/04/26 H2 East Pipeline Extension to consultation.
15/04/26 Cllr. C. Reeve Copy email to LCC Highways.
16/04/26 Chris Haddleton (Kompan) Request to provide Council as reference.
17/04/26 Webmaster Notice of leaving office/minutes remaining.
20/04/26 Cllr. C. Reeve Information on Hollowgate Hill.
25/04/26 Cllr. P. Howitt-Cowan Consultation reply for The Old Blacksmiths.
28/04/26 Cllr. C. Reeve Information on road markings.
29/04/26 LCC Town & Parish Council update.
05/05/26 LALC Website minutes remaining.
06/05/26 LCC Foster Care Fortnight information.
07/05/26 Brattleby PC Information re: entrance fencing.
07/05/26 Inspector Michael Head Reply re bleed kit.
08/05/26 Kompan Play Area repairs completion photographs.
08/05/26 Police & Crime Commissioner Custody visiting scheme.
11/05/26 Central Lincolnshire Local Plan Local Validation Lists for planning applications consultation.
12/05/26 Zurich Insurance Quote.
12/05/26 Clear Councils Insurance Renewal invitation.
15/05/26 Kompan Invoice for matting works.
15/05/26 H2East Pipeline Consultation closed.
15/05/26 Community Resilience Officer Newsletter.

2605/19. REQUEST FOR AGENDA ITEMS FOR FUTURE MEETINGS.

None.

2605/20. NEXT MEETING.

The date and time of the next meeting will be (subject to any change in circumstances): **Thursday 23rd July 2026 @ 6.30 pm.**

The meeting closed @ 7.03pm

Signed.....

Dated.....