WILLOUGHTON PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE VILLAGE HALL, THURSDAY 24th SEPTEMBER 2026 AT 6.30PM.

PRESENT: Cllr. G. Rowles Nicholson (Chair), Cllr. K. Clarke (Vice-Chair), Cllr. D. Cowell, Cllr. T. Given, Cllr. H. Goring. Cllr. K. Phillips, and Cllr. S. Rovezzano.
Also present: Cllr. P. Howitt-Cowan (W.L.D.C.), Cllr. C. Reeve (L.C.C) and Hazel Fox (Clerk).

MINUTE.	DISCUSSION AND DECISIONS.
2609/01	APOLOGIES FOR ABSENCE. None.
2609/02	DECLARATIONS OF INTEREST/DISPENSATIONS. Cllr. Cowell declared an interest as his wife is Chair of the Board of Governors of Willoughton School. Cllr. Rowles Nicholson declared an interest as lessee of the playing field and Limestone Rangers. Cllr. Cowell and Cllr. Rowles Nicholson declared an interest in Willoughton Church and Churchyard.
2609/03	PUBLIC PARTICIPATION. A member of the public spoke to the Council regarding the condition of the Old Chapel on Hollowgate Hill. The gentleman moved into the village 20 years ago. His wife has lived here 30 years. They are happy in the village and proud to be residents. The Old Methodist Chapel was once a beautiful building but has deteriorated. He requested if the Parish Council had any powers to request the owner works on this building to bring it back up to standard. Cllr. Howitt-Cowan advised the resident, contact has been made with West Lindsey District Council and attempts are being made to contact the owner to ascertain their intentions as the building is listed. Councillors expressed concern that the building may now be a hazard and unsafe. The refuse bins belonging to this property regularly need to be recovered from the road by other residents. Photos have been sent to the Conservation Officer at West Lindsey District Council. Restoring a listed building is a strain on resources and grants are not readily available. The Clerk was requested to write to the Conservation Officer at West Lindsey District Council and to attempt to discover the address of the owner and also write direct, advising the building is potentially a hazard and is detrimental to the Hollowgate Hill street scene. The Clerk is also to investigate the process to de-list a building. **Action: Clerk.**
2609/04	MINUTES OF THE MEETING HELD 23rd JULY 2026. **RESOLVED: Minutes approved and were signed by the Chair.**
2609/05	REPORT FROM CLLR. P. HOWITT-COWAN. Cllr. Howitt- Cowan had previously circulated a report to all Councillors and so spoke briefly with any additional information. Security lighting has been extended in Gainsborough and reassurances need to be sought that the Police will attend to incidents. The future plans for the former RAF Scampton base are progressing but there is some way to go. As it is no longer required by the Ministry of Defence, it must be sold at a commercial value. It is currently at the second stage. One runway is planned to be saved.
2609/06	REPORT FROM CLLR. C. REEVE. Cllr. Reeve anticipates a decision on RAF Scampton by July 2027. Until West Lindsey District Council are the legal owners, concerns will remain. A funding application has been submitted for works to the A15 and this is awaited. Cllr. Reeve updated the Council on grants still available and encouraged that they apply for any projects they have ongoing and pass this information to community groups, for example Limestone Rangers Football Club.
2609/07	PLAYING FIELD. A. OUTSTANDING MATTERS. Mr Phil Cooper has sanded down, repainted and cleaned the play area sign near the Church. Thanks were expressed to Mr Cooper for these works. There are dips in the ground around the playboat, and Mr Cooper is inspecting these and will discuss with the Clerk rectification required. The Clerk has ordered and received laminated posters from the children's competition and will cable tie these to the fence between the play area and the playing field. Councillors

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	also requested signs are installed in other areas around the village where dog walkers frequently use, for example at the corner of Templefield Road and Southfield Lane. **Action: Clerk.** The older children's swings have been inspected by Kompan and lubrication was required to the mechanism. An engineer has attended and also added further cable ties to the frame. Cllr. Clarke confirmed the swings are now performing satisfactorily. The Clerk has inspected the top of the sensory spinner and confirms this is not an issue. B. CLERK AND COUNCILLOR INSPECTIONS. Cllr. Clarke has been conducting weekly inspections and the Clerk monthly. There has been an issue with the recording app and although Cllr. Clarke has attended weekly, these have not been recorded. The Clerk was instructed to make a note on the inspection rota of this issue. **Action: Clerk.** No further issues have been reported and the Rospa yearly report is expected shortly. C. PLAYING FIELD SIGNAGE. The Clerk had obtained quotations for further signage, however as no further reports have been received of any motorbikes on the playing field or in the play area, Council requested the Clerk take no further action unless/until further reports are received. **RESOLVED: No further action**
2609/08	<u>FIRST AID/DEFIBRILLATOR TRAINING/BLEED KITS.</u> The training provider had replied that he was available to conduct evening sessions from 1700hrs onwards, in addition to Saturday sessions if the Council wanted to organise first aid/defibrillator training. The Clerk was asked to post on social media and the website to gauge interest from residents and to ascertain from the provider how long the sessions would last and if a formal qualification would be achieved prior to posting and to include these details in the information. **RESOLVED: The Clerk will post on social media and website** **Action: Clerk.** The Clerk has been in discussions with West Lindsey District Council regarding housing the bleed kit in the defibrillator cabinet at the Village Hall. More information was requested regarding make and model to ascertain if it can be registered on the national scheme and then a visit will be required to check there is sufficient space. Further correspondence was received to advise the kit can be put in the cabinet, however it is not clear if it can be registered on the national circuit as they have their own official branded kits which are used. In a situation where the bleed kit is required, it would not be registered at the address. The Clerk is awaiting further information.
2609/09	<u>HIGHWAYS.</u> A. BLOCKED GRATING BETWEEN 3 AND 7 NORTHFIELD LANE. Cllr. Reeve has been assisting the Parish Council for this to be actioned. Currently a date has been advised of 26th November. Cllr. Reeve will discuss with Lincolnshire County Council Highways Department. B. ROAD SURFACE HOLLOWGATE HILL. No further update has been received. The Clerk contacted a Highways Officer requesting information and was directed to complete a "Fix my street" report requesting an update. The report was duly submitted and is awaiting a response. Cllr. Reeve advised Blyton is also waiting for rectification works, however Councillors understood Hemswell has been completed. Cllr. Reeve will discuss on behalf of the Council and report back. C. SPEED INDICATOR DEVICES DATA. The Clerk has downloaded data for a 12-month period. Data revealed the following % of traffic driving 35mph or below past the devices: Hollowgate Hill – 99.912% Templefield Road – 99.98% Vicarage Road – 98.897%

	Data in more detail will be shared with the residents in due course. **RESOLVED: The Clerk will download data monthly and report back to Council. Action: Clerk.** The warranty of the devices on Templefield Road and Vicarage Road expires 6th January 2027. To extend is £199 per device per year. **RESOLVED: The Clerk is to contact Elan City to enquire if a warranty can be taken up again in three or four years' time. Action: Clerk.** D. SAFETY REVIEW A15/B1398 ROADS. The Clerk has chased again to request when the average speed survey will be undertaken. No response has been received. **RESOLVED: The Clerk will chase LCC Highways. Action: Clerk.** E. DAFFODIL PLANTING. One resident has offered to assist. The Clerk will pass the name to Cllr. Phillips. Planting will take place between October and November. Cllr. Phillips will co-ordinate and purchase bulbs to be reimbursed by the Parish Council. Cllr. Phillips will advise the Clerk of the date and the Clerk is requested to post on the Council Facebook page, website and also produce a poster for the Stirrup Inn. The Clerk is to inform Mrs Bev Cooper. **RESOLVED: Cllr. Phillips is authorised to spend up to £500 on bulbs. Action: Cllr. Phillips.** **RESOLVED: The Clerk will produce advertisements and posters. Action: Clerk.** F. VILLAGE ENTRANCE FENCING. A quotation for installation has been received from Mr Adrian Hall, prices for speed signs have been obtained, and a funding bid has been submitted to West Lindsey District Council. Lincolnshire County Council Highways have reviewed the proposed entrance positioning and provisionally given approval for the locations on Vicarage Road, Templefield Road and Hollowgate Hill. The Parish Council will be required to complete a consent form in due course should the funding bid be successful.
2609/10	<u>POLICIES AND PROCEDURES.</u> A. COMPLAINTS PROCEDURE. **RESOLVED: POLICY IS APPROVED WITHOUT AMENDMENT.**
2609/11	<u>SALT BINS.</u> The bins around the Village will require checking for salt levels before winter. Lincolnshire County Council have offered one tonne bags of salt for Councils to request free of charge in addition to filling bins which are reported as less than half full. **RESOLVED: Cllr. Phillips and Cllr. Rowles Nicholson will check bins and report back to the Clerk. Cllr. Clarke will additionally check the bin at the entrance to Vicarage Road.** **Action: Cllr. Phillips, Cllr. Rowles Nicholson and Cllr. Clarke.**
2609/12	<u>EMERGENCY/FLOOD PLAN.</u> The plan has been completed and submitted to Kimberley Pickett. A reply has been received to advise the plan will be reviewed and a response will be sent in due course.
2609/13	<u>OLD CHAPEL, HOLLOWGATE HILL.</u> This was discussed at the public participation section. Cllr. Howitt-Cowan re-iterated he would follow this up and suggested a formal letter from the Parish Council may assist. **RESOLVED: The Clerk will write to the Conservation Officer at West Lindsey District Council.** **Action: Clerk.**
2609/14	<u>ACOUNTS.</u> A. TO APPROVE PAYMENTS: Litter picking September £127.10. Litter picking October £127.10. Clerk salary September £349.32. Clerk Salary October £244.96. Kompan Swing Repairs £402.60 (previously paid to avoid late fees). Lamp post poppies £190.00 (purchased by Clerk). Poster printing £20.70 (purchased by Clerk).

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	RESOLVED: Payments are approved. **Action: Clerk.** B. TO NOTE NALC PAY SETTLEMENT. The 2026/2027 pay award has been announced to take effect from 1st April 2026. The hourly rate of the Clerk will increase from £14.82 to £15.31. C. CHRISTMAS TREE. The Clerk has obtained quotations from Fillinghams and Strawsons. The Council considered the service and quality of tree from Strawsons has been good and as the prices were very similar, decided to remain with Strawsons for this year. **RESOLVED: The Clerk will place an order with Strawsons for delivery end of November and advise Cllr. Rovezzano and Cllr. Rowles Nicholson of the provisional date.** **Action: Clerk.** Cllr. Rovezzano advised the lights required P.A.T. testing prior to being used and were in a poor condition. **RESOLVED: Cllr. Rovezzano is authorised to purchase new lights up to a value of £150.00 to be reimbursed.** **Action: Cllr. Rovezzano.** D. LAMP POST POPPIES. Poppies have been ordered and received and are being stored by Mrs Bev Cooper on behalf of the Council. Lincolnshire County Council initially gave approval, requesting a list of numbers from lamp posts and time frame for display are submitted. Mrs Cooper passed a list to the Clerk. Prior to the Clerk submitting the list, a phone call was received to advise the lamp posts have been discovered to be the property of West Lindsey District Council and approval would be required from them. The Officer took the list of lamp posts from the Clerk and timeframes and advised they would inform West Lindsey District Council on our behalf. They did not consider it would be an issue and unless the Council heard back shortly, can go ahead. Mrs Cooper will aim to install in the last week of October and remove in the middle of November. E. BUDGET MONITORING 2026-2027. No issues were identified.
2609/15	<u>CORRESPONDENCE RECEIVED.</u> Circulated in advance. A list is now published on the Parish Council website. Items discussed: a. LALC Councillor campaign. The Clerk has responded on behalf of the Council, however the Parish Council does not currently have an issue recruiting Councillors. b. Care Home Guide UK. A request has been received to add a link to the Parish Council website which lists care homes in the area with the CQC rating. **RESOLVED: The Council did not wish to endorse listings and declined this request.** c. NALC Neighbourhood Plan Survey. The closing date was 25th September, therefore the Council was unable to respond. d. Cllr. Goring requested the Clerk chase up again the sign on Gainsborough Lane with Mr Martin Snaith. **Action: Clerk.**
2609/16	<u>REQUEST FOR AGENDA ITEMS FOR FUTURE MEETINGS.</u> The Old Chapel, Hollowgate Hill.
2609/17	<u>NEXT MEETING.</u> The date of the next meeting will be Thursday 26th November 2026 @ 6.30pm in the Village Hall.

The meeting closed @ 19.47 hrs.

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