

**pNETTLEHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM  
ON TUESDAY 25 FEBRUARY 2025, AT 7.30PM**

**Present: Councillors:** Cllr Mrs A. White (Chairman), Cllr P. McNeill (Vice-Chair),  
Cllr D. Newsam, Cllr A. Simpson, Cllr A. Crook, Cllr C. Payne, Cllr C. Johnson,  
Cllr J. McGuire

**Also in attendance:** Cllr J. Brockway (Lincolnshire County Council), Cllr F. Brown (West Lindsey District Council), Claire Ward (Assistant Clerk), Carl Thomas (RFO)\*, 1 member of the public.

**Councillors not present:** Cllr K. Swain

***The public session commenced at 7.15pm***

A member of the public highlighted the danger to pedestrians, especially school children, caused by irresponsible driving through the village and the poor condition of the footpath along Deepdale Lane. It was noted that the Highways Working Group hope to work with LCC on an integrated traffic plan to address speeding and related issues. It was advised that the most efficient way to report highways matters to Lincolnshire County Council was via Fix My Street.

Councillor Brockway provided a verbal update from which Members noted:

- A planning application has been submitted into West Lindsey to develop the Linelands site.
- Cllr Brockway had circulated a diagram to Parish Councillors showing the extent of Highways adoption of Weldon Drive, Mulsanne Way and surrounding roads.
- Flooding issues exacerbated by blocked culverts and the loss of dykes and drains. Cllr Brockway suggested recording as much local knowledge as possible regarding drainage systems around the Village before that knowledge is lost over time.
- Lincolnshire County Council's portion of council tax charges was to rise by 2.99% for the financial year 2025 -2026. Lincolnshire County Council had deemed this increase Arguments for a larger increase more appropriate than higher increases put forward when the financial pressures on residents were considered.
- The Government had decided to withdraw the County Council's Rural Services Delivery Grant, which meant a loss of £9 million of funding.

In addition to a written report from Councillors Barrett and Brown that had been circulated prior to the meeting, Councillor Brown informed members that a litter pick was planned to take place in the proceeding months to combat an increase in roadside littering.

***The meeting commenced at 7.36pm***

**1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.**

Apologies were received from Councillor K. Swain

It was **RESOLVED** to accept apologies and accept reasons for absence.

Members also noted apologies from Councillor J. Barrett (West Lindsey District Council)

2. To **RECEIVE** disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.

None received.

3. To **RESOLVE** to approve the notes of the Parish Council's Meeting held on 21/1/2025 as the minutes of the meeting.

It was **RESOLVED** to approve the notes of the Parish Council's Meeting held on 21/1/2025 as the minutes of the meeting.

4. To **NOTE** the Clerk's report.

Members noted the report. A typographical error was highlighted in relation to item 10b (17/12/2024)  
**ACTION POINT – Clerk to correct typographical error.**

5. Planning Matters:

- a) To **RESOLVE** responses to West Lindsey District Council in relation to the following planning application(s):

**WL/2025/00122** - Planning application for replacement of existing windows and door with uPVC double glazed windows and door.22 UNIT 3, The Green, Nettleham LN22NR

It was **RESOLVED** to submit no objections.

**WL/2025/00108** - Planning application for proposed alterations and extension to existing dwelling 25 LODGE LANE, Nettleham LN2 2RS

It was **RESOLVED** to submit no objections.

**WL/2025/00104** - Listed building consent for replacement windows.27 HIGH STREET, NETTLEHAM LN2 2PL

It was **RESOLVED** to submit no objections.

- b) To **NOTE** planning responses submitted under delegation since the last meeting.

Noted

- c) **Any other planning matters, including any applications received after the agenda was published.**

Two planning applications (WL/2025/00163& WL/2025/00072) were received after the agenda was published and had been circulated to Councillors on the day of the meeting.

It was **RESOLVED** to respond to WL/2025/00163 & WL/2025/00072 via the delegation set out in the Planning Response Policy, due to the late notice provided to Councillors.

- d) To **NOTE** the notes of an informal meeting held with a local developer.

Members noted the notes of an informal meeting held with a local developer. It was highlighted that in addition a holistic approach to traffic management and the requirement for a path to be tarmac for it to be adopted by Lincolnshire County Council had been raised at the meeting.

## 6. Financial Matters

- a. **To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.**

It was queried if any other quotes were obtained before renewing the works van insurance, and it was requested that this was undertaken in future.

**ACTION POINT – RFO to schedule seeking alternative quotes prior to the next Van Insurance renewal date.**

Members noted and ratified the pre-approved payments made since the last meeting and **RESOLVED** to approve the schedule of accounts for payment attached as APPENDIX A of these minutes.

- b. **To NOTE the Full and Summary Income & Expenditure Reports as at 31.01.25 and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.01.25**

Members noted the Full and Summary Income & Expenditure Reports as at 31.01.25 and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.01.25.

- c. **To RESOLVE expenditure of £160 for an annual subscription to Parish Online Software.**  
It was **RESOLVED** to approve expenditure of £160 for an annual subscription to Parish Online Software.

**ACTION POINT – Clerk to arrange an annual subscription to Parish Online Software.**

The Chair thanked Councillor Johnson for her work on the village map and Councillor Simpson for gaining access to the map cabinet.

## 7. Committees

**To note the draft minutes if the Property Committee held on 04.02.25 and to RESOLVE any action in relation to the recommendations of the draft minutes.**

- a) **Outsourcing Beck works**

Members noted the notes and recommendations of the last meeting.

It was **RESOLVED** to agree in principle to the outsourcing of beck works, subject to quotes being sought and reviewed by the Property Committee. The Property Committee were instructed to then make a further recommendation back for Full Council to consider.

**ACTION POINT – Cllr Simpson to produce draft specification**

## 8. Working Groups

- a) **Highways – To RESOLVE any actions in relation to the working group proposals.**

- **Zig Zag zone outside school**—Cllr Brockway advised that Zig Zags Zones are advisory, but the Parish Council should request that they are enforced by Lincolnshire County Council. It was advised that Matt Jones Lincolnshire County Council Parking Services Manager be contacted along with Councillor Brockway. It was also suggested that the school be contacted and asked to raise awareness of parents of the dangers of noncompliance with the Zig Zags Zones.

**ACTION POINT – Clerk to request enforcement of Zig Zag Zones by Lincolnshire County Council and contact the school.**

- **Parking on Verges**— consideration of reflective verge posts to discourage parking was suggested.

**ACTION POINT – Clerk to include consideration of the placing of reflective verge posts on a future agenda following research regarding the legalities involved.**

- **Request to LCC Councillor for a TRO regarding idling engines in the area adjacent to the Co-op and purchase of signage**—Councillor Brockway agreed to apply for TROs for the area around the Coop, Church St and Mill Hill. Parish Council to purchase and install appropriate signage, however it was noted that Lincolnshire County Council do not currently enforce TROs for this purpose.

***ACTION POINT – Clerk to request that Cllr Brockway for the area around the Coop, Church St and Mill Hill, and purchase appropriate signage.***

- **Consultation with LCC Highways regarding developing an integrated/holistic traffic plan for the Village**—The Highways Working Group requested that Cllr J Brockway distribute a letter outlining the plans and the need for an integrated/holistic traffic plan for Nettleham, to stakeholders.

***ACTION POINT –Clerk to ask Cllr Brockway to distribute a letter outlining the plans and the need for an integrated/holistic traffic plan for Nettleham, to stakeholders.***

**Identity and logo** – ‘NETT SAFE’ had been proposed as a suitable identity for the group. Members supported the development of the NETT SAFE identity and logo.

***ACTION POINT Highways Working Group to develop identity and logo.***

It was **RESOLVED** to accept all the proposals from the Highways working group and to undertake the associated actions.

#### **b) Health & Safety - To note the notes of the meeting held on 30.01.25**

Due to technical difficulties that were not identified prior to the meeting, Councillors were unable to access the electronically circulated copy of the notes of the meeting held on 30.01.25, so a paper copy was circulated. During a verbal summary provided it was noted that those in attendance at the meeting felt that aspects of the new Health and Safety policy did not relate to the Parish Council, specifically there was no mention of volunteers, and the hierarchy of responsibility illustrated was inappropriate.

***ACTION POINT – Clerk to recirculate the notes of the Health &Safety Working Group meeting held on 30.01.25***

## **9. Risk Management**

Nothing raised.

## **10. Date of Next Meeting of the Parish Council and Any Future Agenda Items** –this has been arranged for Tuesday 18th March 2025, commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham. (Submissions of council agenda items / reports by no later than close of business 10/03/2025)

Members noted the time and date of the next meeting, and the below items were raised for inclusion in a future agenda:

- Beck maintenance outsourcing
- Riverdale
- Mulsanne Pavilion fire door
- Summer carnival
- Arrangements to deal with temporary staffing shortfall
- Consideration of reflective verge posts to discourage parking

Nettleham Parish Council Meeting-25 February 2025 – Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**11. To RESOLVE whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.**

It was **RESOLVED** to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

**12. To RESOLVE to approve a response to the External Auditor in response to objections to 2023/24 AGAR (Exclusion of Public and Press recommended due to personal data, commercially sensitive data and risk of defamation.)**

It was **RESOLVED** to defer item 12 until the RFO was present.

**13. To consider concerns raised relating to recent contractor works and to RESOLVE any action.**

(Exclusion of Public and Press recommended due to the commercially sensitive and potentially legally privileged nature of the discussion)

Members noted the officer report following extensive discussion. It was **RESOLVED** that the Clerk should write to the contractor to explain the Council's rationale for the specification and to request a further quote for supplying suitable replacements. It was also **RESOLVED** to authorise expenditure up to £1500 for suitable replacements.

***ACTION POINT– Clerk to contact contractor.***

***\*8.45pm - Carl Thomas (RFO) joined the meeting.***

**12.cont. To RESOLVE to approve a response to the External Auditor in response to objections to 2023/24 AGAR**

Members discussed the draft response prepared by the RFO.

It was **RESOLVED** to approve a response to the External Auditor in response to objections to 2023/24 AGAR, with one minor amendment to paragraph 3.

***ACTION POINT – RFO to submit response once the amendment has been made.***

**14. Staffing matters. (Exclusion of Public and Press recommended due to staff data)**

- To note the draft minutes if the HR Committee held on 06.02.25 and to RESOLVE any action in relation to the recommendations of the draft minutes.
  - I. Recruitment

Members noted the notes and recommendations of the Committee held on 06.02.25.

It was **RESOLVED** to agree that:

- the recruitment commences of a Facilities Manager to work 37 hours per week on SCP 13-25, dependent on experience, with a view to that role fulfilling the previous Facilities Manager role and the previous Facilities Assistant role.
- the HR Committee lead the recruitment process as per the Committee's remit.
- the Clerk in conjunction with the HR Committee draw up the advert and job specification with a greater emphasis on key practical, management, and health and safety skills and experience. While a high standard of administration and IT skills would be required, it was noted that local council experience, while desirable, would be less of a necessity as a candidate with strong skills and experience in other key areas could be trained in house.

***ACTION POINT – Clerk & HR Committee to carry out recruitment***

Councillors request that the current job description for the Facilities Manger post is circulated.

- To RESOLVE any further action required during the temporary staffing shortfall

Councillors discussed several proposed temporary measures to cover staff shortage. It was **RESOLVED** to agree that the following measures would be introduced:

1. Additional Hours offered to Existing Staff:
2. Postponement of Non-Essential Tasks
3. Leave Carry-Over extended for the next leave year
4. Office Closure on Mondays with associated communication to stakeholders
5. Locum/temporary worker if the measures above are insufficient to deal with shortfall

***ACTION POINT – Clerk to arrange temporary measures to cover staff shortage.***

- To consider a related quote and resolve any action

It was **RESOLVED** to agree to defer a decision regarding the related quote until after a new Facilities Manager was appointed.

***ACTION POINT – Clerk to bring back the quote as appropriate after appointment of a new Facilities Manager.***

**15. Burial Matters (Exclusion of Public and Press recommended due to the commercially sensitive and personal nature of the discussion)**

It was **RESOLVED** to adopt the proposed wording which defines ‘close association’ for burial plots remaining in Nettleham cemetery.

It was highlighted that should there be uncertainty on the part of staff they should consult Full Council, although it was recognised that this could entail a delay to a decision being reached. Councillors suggested a review of the Burial Policy take place when the cemetery extension was available for use.

***ACTION POINT – Clerk to update the wording regarding close association on the Council website.***

**The meeting closed at 9.20 pm**

## APPENDIX A



## Schedule of Payments

February 2025

Invoice Date	Ref	Supplier	Nett	VAT	Total
17/01/2025	374	ACTIVE8	50.05	10.01	60.06
17/01/2025	375	SAVILLS	275.00	55.00	330.00
20/01/2025	376	SCIS	79.99	16.00	95.99
10/01/2025	377	KONICA	79.35	15.87	95.22
17/01/2025	378	AKO	250.00	50.00	300.00
28/01/2025	379	BOSWELL	865.08	0.00	865.08
24/01/2025	380	ESPO	145.45	29.09	174.54
26/01/2025	381	ACTIVE8	28.42	5.68	34.10
21/01/2025	382	JAMES HEATH	407.29	0.00	407.29
22/01/2025	383	HCG	500.00	100.00	600.00
21/01/2025	384	B KNIGHTS	12.72	2.54	15.26
30/01/2025	385	AKO	230.00	46.00	276.00
04/11/2024	386	NETTLETON FC	608.00	0.00	608.00
31/01/2025	387	EXECUTIVE CLEANING	640.00	0.00	640.00
05/02/2025	388	ESPO	20.90	4.18	25.08
03/02/2025	389	ACTIVE8	50.05	10.01	60.06
23/10/2024	391	JSF Hood Limited	40.00	0.00	40.00
13/02/2025	392	SLCC	355.00	0.00	355.00
31/01/2025	393	LINC WEB DESIGN	231.00	0.00	231.00
<b>TOTAL INVOICES</b>			<b>4868.30</b>	<b>344.38</b>	<b>5212.68</b>
09/01/2025	CB255	WICKES	182.25	36.45	218.70
10/01/2025	CB256	SMARTEST ENERGY	102.86	5.14	108.00
10/01/2025	CB257	SMARTEST ENERGY	129.52	6.48	136.00
16/01/2025	CB258	PUBLIC WORKS LOAN BOARD	5758.35	0.00	5758.35
17/01/2025	CB259	AMAZON	18.73	3.74	22.47
20/01/2025	CB260	SMARTEST ENERGY	125.74	6.29	132.03
20/01/2025	CB261	SMARTEST ENERGY	422.33	84.47	506.80
20/01/2025	CB262	SMARTEST ENERGY	317.43	15.87	333.30
20/01/2025	CB263	Communicorp	116.50	23.30	139.80
21/01/2025	CB264	VATIX	49.00	9.80	58.80
21/01/2025	CB265	EE	94.93	18.99	113.92
21/01/2025	CB266	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
22/01/2025	CB267	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
23/01/2025	CB268	PENINSULA	171.02	32.30	203.32
24/01/2025	CB269	PW Direct	10.04	2.01	12.05
24/01/2025	CB270	AET Flood Defence	137.50	0.00	137.50
24/01/2025	CB271	TDP Recycled Plastic	554.22	110.84	665.06
30/01/2025	CB272	J&A Inter	72.99	14.60	87.59
30/01/2025	CB273	BT	128.38	25.68	154.06
30/01/2025	CB274		5.35	0.00	5.35
31/01/2025	CB275	INFORMATION COMMISSIONER	35.00	0.00	35.00
31/01/2025	CB276	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
31/01/2025	CB277		18.00	0.00	18.00
31/01/2025	CB278	Unity Trust Bank	12.90	0.00	12.90
23/01/2025	WAGES	DATAPLAN PAYROLL LTD	10377.21	0.00	10377.21
05/02/2025	CB279	Co-Operative Bank	13.96	0.00	13.96
07/02/2025	CB280	BT	92.78	18.56	111.34
11/02/2025	CB281		5.00	0.00	5.00
11/02/2025	CB282	Octopus Energy	464.57	23.24	487.81
10/02/2025	CB283	SMARTEST ENERGY	102.86	5.14	108.00
10/02/2025	CB284	SMARTEST ENERGY	160.00	8.00	168.00
12/02/2025	CB285	Amazon	12.32	2.46	14.78
<b>TOTAL CASHBOOK</b>			<b>20165.33</b>	<b>548.07</b>	<b>20713.40</b>
<b>TOTAL PAYMENTS</b>			<b>25033.63</b>	<b>892.45</b>	<b>25926.08</b>