

CLAXBY PARISH COUNCIL

Notice of Meeting of Parish Council

You are summoned to attend a meeting of the Council, which will be held at the village hall on 5th August 2025 at 7.30 p.m. The business to be dealt with at the meeting is listed in the agenda.

There will be a 10-minute public forum at the start of the meeting.

Dated: 28th July 2025

David Beer (Clerk to the Council)

The information pack can be viewed [here](#).

BUSINESS TO BE DISCUSSED

1. Apologies for Absence
2. Declarations of Interest
3. To approve minutes of meetings held on 6th May and 24th June 2025 (see information pack pp 4-8)
4. Chair & Council's Comments and matters arising from the minutes. Review of Actions.
5. Clerk's Report on outstanding matters.
6. WLDC and LCC Councillor updates.
7. Finance:
 - Approve Schedule of Payments (see information pack p9)
8. Planning applications :
 - a) **Application Number:** [WL/2025/00661](#)
Replace existing open wire conductors with Aerial Bunched Conductor
Location: CLAXBY GRANGE, PELHAM ROAD, LN8 3YR
 - b) **Application Number:** [WL/2025/00679](#) **Valid Date:** 03/07/2025 (see information pack p10-22)

Planning application for change of use of land to allow infill development for 8 pitches for holiday static caravans

Location: WOLD VIEW FISHERIES, PELHAM ROAD, LN8 3YR

c) **Application Number:** [WL/2025/00716](#) **Valid Date:** 15/07/2025

Planning application for change of use from farm yard to HGV storage yard

Location: CLAXBY GRANGE, LN8 3YR

d) **Application Number:** [WL/2025/00729](#) **Valid Date:** 16/07/2025

Notification under Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009 - FP/YC30194 - Replace existing open wire conductors with Aerial Bunched Conductor

Location: NORMANBY RISE, LN8 3YZ

e) **Application Number:** [WL/2025/00730](#) **Valid Date:** 16/07/2025

Notification under Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009 - FP/YC30194 - Replace existing open wire conductors with Aerial Bunched Conductor

Location: PELHAM ROAD, LN8 3YR

9. Correspondence

10. Councillors' Responsibilities – update

11. Sign Code of Conduct

12. Village Hall:

- Village Hall Committee to update council. (see information pack p23)

13. Community Field:

- Committee to update council. (see information pack p24)

14. Village Environment

- Report from Team leader (see information pack p25)
- Overgrown hedges
- Parking on pavements

- Bonfires

15. Clerk's contract – agree new contract and clerk to sign

16. Safeguarding Policy –

- approve amendments to Policy and Appendix A, and adopt. (see information pack p26)
- Sign Declaration

17. Agenda items and date for next meeting.

CLAXBY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on 6th May 2025 at 7.20 p.m.

Present: Cllrs D Lofthouse (Chair), B Hunter (Vice chair), J Lofthouse, J Pilbrow, C Saywell, R de Smit,

Also present: D Beer (Clerk)

Minute ref: 06/05/25

1. To elect a chair.
David Lofthouse was proposed, seconded and duly elected.
2. To elect a vice chair.
Brian Hunter was proposed, seconded and duly elected.
3. Apologies for Absence.
None
4. To receive declarations of interest in accordance with the Localism Act 2011.
None
5. To approve minutes of the meeting held on 11th February 2025.
Minutes were approved and duly signed.
6. Chair & Council's Comments and matters arising from the minutes.
Mole traps were now deemed unnecessary as the soil has been spread by the grass cutters.
Clerk was asked to follow up on the planning infringement issue.
Clerk's contract needs to be reviewed in the light of publication of new contract template. (Action: view new contract, discuss at next meeting).
7. Clerk's Report on outstanding matters.
 - Clerk had contacted footpaths to ask them to improve the ground in the footpath in Boggle Lane particularly at the gate and by the bridge. It is on their list of jobs. So far, they have repaired the handrail as requested earlier in the year.
 - LCC Highways Volunteers Scheme were asked to clear footpaths, paint swings and add cable ties, and clear the drain gulleys on Normanby Rise. Ellie Baker has reported the blocked gullies to Highways and we await their response.
 - The contract with Octopus Energy for village hall supply was renewed on a fixed term for 18 months at £105.19 p.m. from 19/5/25. Other quotes from British Gas and EDF were more expensive. (Electricity costs this year were £1659.79 (E-on in April then Octopus from May.) Projected costs on new tariff, assuming same usage: £1262.26.
 - It had been reported that the litter bin on St Mary's Lane had not been emptied for a while. The clerk contacted WLDC and was told this was because the road had been blocked by builders' lorries, but it was on the schedule for the next collection.
 - Clerk spoke with Anglian Water who are very aware of the problems of the burst water mains, and say that this has highlighted the need for a replacement of the whole water main in the near future.
8. WLDC and LCC Councillor updates. None.
9. Finance:

a) Balance of accounts: There is £9479 in the current account. The clerk recommended moving £6000 into the savings account.

b) Accounts for Payment

Payments by direct debit

Unity Feb service charge £6.00 (28/2/25)

Unity March service charge £6.00 (31/3/25)

Unity April service charge £6.00 (30/4/25)

Wave £61.48 (1/3/25)

EE – April (broadband) £39.45

EE - May broadband £39.45

ICO £47.00 (17/4/25)

Octopus Energy £102.46

By prior approval

A J Williams £300 (March grass cutting)

AJ Williams £300 (April grass cutting)

To pay from Unity Account

D Beer £347.17

HMRC £78.00

Refund of VAT to Village Hall account £111.62

Cassells £126.00

c) Review and adopt updated Financial Regulations: **Adopted**

d) Annual return for the year ended 31 March 2025

- Execute Annual Governance Statement
- To approve statement of account.

The above were approved and signed. Accounts will now be sent to external auditor as turnover figures are over the £25,000 threshold.

- Execute review of internal audit – Councillors were happy with the current auditor and voted to continue with the same next year.

10. Policies and documents:

a) Review and approve Standing Orders – Resolved to approve.

b) Resolve to adopt Code of Conduct for All Councillors. Resolved and approved. Declaration to be signed at next meeting.

c) Councillors' responsibilities. Add to next agenda for discussion having reviewed document

11. Planning applications: WL/2025/00419

Planning application for demolition of existing garage & pole barn, and erect single storey portal framed storage building & garage. Heathfield Farm Park Road.

No objections. No comments to be made.

12. Correspondence:

- a letter from a relative of a parishioner offering to donate a memorial bench for the community field. (**Action:** clerk to write to them and ask them to suggest a

suitable bench, and suitable wording – the suitability (e.g. longevity, durability, maintenance) to be discussed by the Council before purchase).

- A letter from E-on saying we are due a refund for EBRs discount 22/23
- Letter from Anglian Water confirmation the conversation with the clerk, explaining the problem with the mains and stating that it is now on their schedule to replace the entire main.

13. Insurance – end of 3-year contract. Agree to continue with Zurich.

14. Environment Group:

The chair of the newly formed Environmental Group, Rosie de Smit, gave her report:

- 5 members of the village have expressed an interest in some or all activities.
- Proposal to have a litter picking/ sign cleaning morning one Saturday during the summer. This to be no more than 2 hours followed by suitable seasonal refreshments e.g. Tea, coffee, Bacon butties or ice-cream to encourage participation. On review there is not a lot of litter at the moment. The litter picking session may hopefully encourage more regular action.
- Grit bins need checking.
- Pavements – these to be cleared by LCC voluntary scheme
- Road gutters have been swept by LCC
- Non emptying of waste bin (St Mary's Lane and Community Field) reported to LCC (by parish clerk)
- Normanby Rise blocked gully reported to LCC (see item 7)
- Additional 'matting' on the footpath between Boggle Lane and Normanby Rise requested. New woodwork needed beyond the bridge.
(Clerk agreed to follow this up)

15. Safeguarding:

- Agree and resolve to accept Safeguarding Policy – it was agreed to adopt the policy with a few small changes. (**Action:** Update Policy and circulate, update Appendix A, to be approved at next meeting.)
- Safeguarding declaration to be signed at next meeting.
- Appoint a safeguarding lead: David Beer agreed to take on this role as he has the necessary training and is DBS checked.

16. Emergency Plan – appoint EPGATL and EPGTL: David Lofthouse agreed to take on the role of team leader, with Brian Hunter agreeing to be assistant TL.

17. Recruitment of Councillor. There is still a vacancy for one Councillor.

18. Report from Village Hall Committee: Councillors noted the report

<https://claxby.parish.lincolnshire.gov.uk/downloads/file/344/update-may-2025>

19. Report from Community Field Committee:

<https://claxby.parish.lincolnshire.gov.uk/council-business/reports-playing-field/7>

Councillors noted the report.

Safety inspections: ROSPA are on a rolling contract for safety inspections. They are also the cheapest option. It was agreed to continue with ROSPA.

20. Date of next meeting: Tuesday 5th August at 7.30 p.m.

Meeting closed 9.17 p.m.

Signed _____ Date _____

CLAXBY PARISH COUNCIL

Minutes of the extraordinary meeting of the Council, held at the village hall on Tuesday 24th June 2025 at 7.30 p.m.

Present: Councillors D Lofthouse, J Lofthouse, B Hunter, C Saywell, R de Smit.

Also present: D Beer (Clerk to the Council)

The meeting commenced at 19.44.

1. Apologies for Absence – Judith Pilbrow

2. Declarations of Interest - none

3. (a) Planning applications

WL/2025/00447. Replace open wire conductors Pelham Rd.

There is no issue with this, but villagers would need to be informed of any road closure that would affect access to the village.

WL/2025/00483 Replace the existing open wire conductors with Aerial Bunched Conductor. Normanby Rise

There is no issue with this, but villagers would need to be informed when the power will be cut as this might affect use of the village hall.

WL/2025/00509

Development: retrospective planning application to erect a general agricultural unit.

Location: Sandhills, Boggle Lane, Claxby.

(b) Formulate Council's response to the above applications.

A response was drafted and will be circulated to Councillors for approval before being posted on the planning portal.

The meeting closed at 8.07

Signed_____. Date_____

Payment Schedule

By direct debit

Wave (30/5/25) – 81.93

Unity bank service charge June £6.00

Unity bank service charge July £6.00

Octopus Energy (Lloyds) £247.56

Authorisations by prior approval:

Zurich £1195.69 Insurance premium 20/5/25.

AJ Williams £300 (May grass cutting on 1/6/25)

AJ Williams £300 (June grass cutting on 1/7/25)

AJ Williams £300 (July grass cutting on 1/8/25)

D Lofthouse £12.00 from Lloyds account for replacement float valve for village hall toilet

EE £39.45 (June bill – broadband)

Transfer of £611 from Unity to Lloyds as bench was ordered from Lloyds account
(13/6/25)



Development Services
Guildhall, Marshall's Yard, Gainsborough, DN21 2NA
Email: planning.customer.care@west-lindsey.gov.uk
Website: www.west-lindsey.gov.uk
Telephone: 01427 676676
Fax: 01427 675168

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	<input type="text"/>
Suffix	<input type="text"/>
Property Name	<input type="text" value="Wold View Fisheries"/>
Address Line 1	<input type="text" value="Pelham Road"/>
Address Line 2	<input type="text" value="Claxby"/>
Address Line 3	<input type="text" value="Lincolnshire"/>
Town/city	<input type="text" value="Market Rasen"/>
Postcode	<input type="text" value="LN8 3YR"/>

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
<input type="text" value="509057"/>	<input type="text" value="396098"/>

Description

Holiday Caravan Park and Fishery

Applicant Details

Name/Company

Title

Mr

First name

Jack

Surname

Reynard

Company Name

Wold View Fisheries Ltd

Address

Address line 1

Wold View Fisheries Pelham Road

Address line 2

Claxby

Address line 3

Town/City

Market Rasen

County

Lincolnshire

Country

Postcode

LN8 3YR

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

First name

rob

Surname

barrs

Company Name

Barrs & Co Chartered Surveyors

Address

Address line 1

Barrs & Co Chartered Surveyors

Address line 2

One Embankment

Address line 3

Neville Street

Town/City

Leeds

County

Country

United Kingdom

Postcode

LS1 4DW

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Site Area

What is the measurement of the site area? (numeric characters only).

0.20

Unit

Hectares

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Change of use of land to allow infill development for 8 pitches for holiday static caravans

Has the work or change of use already started?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

Holiday Caravan Park

Is the site currently vacant?

- ☐ Yes
☒ No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- ☐ Yes
☒ No

Land where contamination is suspected for all or part of the site

- ☐ Yes
☒ No

A proposed use that would be particularly vulnerable to the presence of contamination

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- ☐ Yes
☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes
☒ No

Are there any new public roads to be provided within the site?

- ☐ Yes
☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

- ☐ Yes
☒ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- ☐ Yes
☒ No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☐ Yes
☒ No

Trees and Hedges

Are there trees or hedges on the proposed development site?

- ☐ Yes
☒ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- ☐ Yes
☒ No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes
☒ No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☐ Yes
☒ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes
☒ No

How will surface water be disposed of?

- ☐ Sustainable drainage system
☐ Existing water course
☒ Soakaway
☐ Main sewer
☒ Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

b) Designated sites, important habitats or other biodiversity features

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

c) Features of geological conservation importance

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

[Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.](#)

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- ☒ Yes
- ☐ No

Based on your site details, you are likely eligible to [use our partner's online tool to create the metric sheet and all information and supporting documents and plans you need to comply with biodiversity net gain, including the metric sheet.](#) Estimated time to complete is 45 minutes.

Please provide the pre-development biodiversity value of onsite habitats on the date of calculation

1.35

Please provide the date the onsite pre-development biodiversity value was calculated

05/06/2025

Note: This should be either the date of the application, or an earlier proposed date

If an earlier date, to the date of the planning application, has been used, please provide details why this date has been used

Date of survey see BNG report

When was the version of the biodiversity metric used published?

24/07/2024

Please provide the reference or supporting document/plan names for the:

- i. Biodiversity metric calculation
- ii. Onsite irreplaceable habitats (if applicable)
- iii. Onsite habitats existing on the date of the application for planning permission (if applicable)

Document/Plan:

Onsite habitats existing on the date of the application for planning permission

Document name/reference:

BNG report

Document/Plan:

Biodiversity metric calculation

Document name/reference:

Small site metric

Note: You must supply a complete biodiversity metric calculation with your application. Plans must be drawn to an identified scale, and show the direction of North.

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the onsite pre-development biodiversity value was calculated. Either:

- on or after 30 January 2020 which were not in accordance with a planning permission; or
- on or after 25 August 2023 which were in accordance with a planning permission?

☐ Yes

☒ No

Does the development site have irreplaceable habitats (corresponding to the descriptions in [Column 1 of the Schedule in the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations \(2023\)](#)) which are:

- i. on land to which the application relates; and
- ii. exist on the date of the application for planning permission, (or an earlier agreed date)

☐ Yes

☒ No

Foul Sewage

Please state how foul sewage is to be disposed of:

☐ Mains sewer

☐ Septic tank

☒ Package treatment plant

☐ Cess pit

☐ Other

☐ Unknown

Are you proposing to connect to the existing drainage system?

☐ Yes

☐ No

☒ Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

☐ Yes

☒ No

Have arrangements been made for the separate storage and collection of recyclable waste?

- ☐ Yes
☒ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☐ Yes
☒ No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☐ Yes
☒ No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☐ Yes
☒ No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- ☒ Yes
☐ No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

9

Part-time

0

Total full-time equivalent

9.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

10

Part-time

0

Total full-time equivalent

10.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☐ Yes
☒ No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ☐ Yes
☒ No

Is the proposal for a waste management development?

- ☐ Yes
☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ☐ Yes
☒ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☐ Yes
☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
☐ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☐ The Applicant
☒ The Agent

Title

First Name

Surname

Declaration Date

☒ Declaration made

Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Date



Village Hall update to August 5th 2025

Regular events

Yoga classes continue, Tuesday am and Thursday am.
Bell ringing Friday pm continues.
Ionian service first Tuesday afternoon in month continues.
Various PC and committee meetings held.

Afternoon teas to recommence in the Autumn after Summer recess.

Occasional events

COWS (Companions of the Wolds) events some months.
Hall booked for three Pilates events due to Salvation Army building refurbishment

Maintenance

Email from Anglian Water identifying a water leak overnight of 3 litres per night. Problem was identified as a leaking ball valve in the toilet system and rectified from maintenance budget at a cost of £12 for the replacement part.
H&S checks continue on weekly/monthly basis and recorded as required.
PAT testing has been carried out for current year

General

Various artwork displays continue.
Handrail on steps to village hall car park painted by volunteers.
Combination lock on upper gate proving to be successful.

Claxby Community Field Report For Claxby Parish Council Meeting August 2025

The Play Equipment annual inspection will take place in the next few weeks by ROSPA.

Cable ties have been attached to the top pole of the new swing seat to prevent birds landing on it. This work was undertaken by the volunteers from the Councillor Volunteer Scheme. They also painted the basketball post. We are grateful for their support.

Village volunteers have sited a new seat and have fixed into the ground all of the seats and picnic tables in the play area.

The new seat has been very kindly donated to the village field. Thank you very much indeed.

Report from Environment t/l

1. Need to set a date for a village litter pick/clean up – see attached plan
2. Voluntary work done as requested?
3. New woodwork on Boggle lane footpath done as requested
4. Are all the bins being emptied now?

Plan for litter picking and sign cleaning:

Choose date:, 6 or 20 September or October

Start time: 10.00 at either Village hall or Viking centre (whichever is most convenient – see below).

Allocate area/job

Return between 12 and 12.30 for refreshments.

Areas for litter picking (depending on number of volunteers):

Normanby Rise

Park Road – to railway line? (this is outside the 30mph area as per WLDC)

Fenwicks lane

Mulberry Road

St Mary lane

Pelham road – to end?

Boggle lane to Normanby rise

Playing field

Sign cleaning:

Village signs Park Road, Pelham road, Normanby rise

Playground sign NR

Road signs ,NR, PR, PLR, MR

Name signs NR, MR, BL, stML

Footpath signs

Signposts NR/MR

Village info – Bristows corner

Benches – bristows corner NR

Suggestion for refreshments: to be donated by parish council:

Tea, coffee, cold drinks

Food – bacon/sausage baps or biscuits and cake

Equipment to be used – see DB and WLDC

Claxby Parish Council

Safeguarding Policy

Policy Statement

In the interests of the welfare and protection of children, young people and vulnerable adults, Claxby Parish Council is committed to ensuring that these groups are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council within the parish. Safeguarding is defined as the protection of children, young people and vulnerable adults from maltreatment, preventing impairment of their health and ensuring safe and effective care. Safeguarding children, young people and adults is a collective responsibility.

Aims

The aims of this policy document are:-

1. To guide council members, employees and volunteers working with Claxby Parish Council should any safeguarding issues arise.
2. To work to prevent abuse from occurring.
3. To seek to protect and to respond well to any allegation of abuse.

Policy Objectives

1. To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit the risk(s) to children, young people and vulnerable adults.
2. To protect the general welfare, health and development of children, young people and vulnerable adults and be able to respond, where appropriate, as a local government organisation.
3. To develop, monitor and update procedures in recording and responding to accidents/incidents and complaints and to alleged or suspected incidents of abuse and neglect.
4. As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children, young people and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other recognised responsible adult.

Responsibilities & Procedures

The role of the member or officer appointed as Safeguarding Lead within the Parish Council will be to:

1. Ensure that before any Parish Council organised event with children, young people or vulnerable adults, they are responsible for briefing all participants appropriately.
2. Ensure that all participants are aware of the risk(s) they may face, in certain circumstances, whilst carrying out their duties.
3. Ensure that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk(s) they may face.

4. All new Councillors, officers and volunteers are to be provided with a copy of the Safeguarding Policy and are required to acknowledge (by signature) that they will abide by it.

5. **All councillors** (when representing the parish council) will adhere to the 'List of Recommended Behaviour' namely:

5.1 A minimum of two adults present when supervising children.

5.2 No physical contact games.

5.3 To wear appropriate clothing at all times.

5.4 Ensure that all accidents/incidents are recorded in the accident/incident book.

5.5 Never to do anything of an intimate nature for a child, young person or vulnerable adult.

5.6 Keep records in the accident/incident book of any allegations made to any committee member or volunteer. The accident/incident book to be available at every Parish Council meeting for inspection.

5.7 If there is an abuse incident or observed behaviour of concern, it must be reported to the Safeguarding Councillor. They will be responsible for ensuring the matter is handled in accordance with the local safeguarding procedures and also referred to the Council for further action as appropriate and future risk assessment. In the event of any potential immediate danger, ring the police on 999.

5.8 Facilities offered by the Parish Council will be inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.

5.9 Share information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

5.10 In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy and may be asked to provide a DBS check.

5.11 Any organisation which may make contact with children, young people or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy and DBS check (if necessary) before being allowed to participate in the use of any council owned facilities.

Declaration

Claxby Parish Council is fully committed to safeguarding the well-being of children, young people and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All Councillors must read and sign the Safeguarding Policy. They will be proactive in providing a safe environment for children and vulnerable people who use Claxby Parish Council facilities and attend Claxby Parish Council events.

This Safeguarding Policy was adopted by the Council at its Meeting held on 16th January 2024.

This Policy will be reviewed annually in September each year.

Date of next review: September 2025

Claxby Parish Council Safeguarding Policy

Appendix A

Safeguarding Procedures

1. The Designated Safeguarding Officer (DSO) for Claxby Parish Council is David Beer
2. Children and Adult Services departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations of concerns or abuse.
3. Claxby Parish Council has the responsibility of informing Lincolnshire County Council Safeguarding team of any incidents of considerable concern, abuse or neglect.
4. Claxby Parish Council should work within the following timescales for reporting allegations or suspicions of abuse:-
 - 4.1 Call 999 – immediately if the vulnerable person is at risk of serious physical harm or a serious criminal act has occurred. Any evidence must be retained and kept safe.
 - 4.2 Report to the DSO as soon as possible but within 24 hours if it relates to a specific incident which is, or may be still going on, or may happen again, or is of a more general concern which does not indicate immediate harm.
5. Action to be taken if someone (adult, child or vulnerable person) discloses to you abuse by someone else:-
 - 5.1 Proceed with great caution.
 - 5.2 Try not to put yourself alone with anyone who is at risk. (However it may be possible that an individual is unwilling to make disclosures of this nature in anything but a one-to-one situation).
 - 5.3 Encourage the person to have someone else present – an adult or friend but if they decline proceed with the interview, taking extra care with your behaviour and body language.
 - 5.4 Without preventing the person from disclosing, but if possible before they go into detail, explain the consequences of you knowing and the action you will take.
 - 5.5 Assure them that you will offer support but that you must pass any information given to the relevant person/agencies.
 - 5.6 Stay calm and listen – do not have any physical contact at any time. Allow them to speak without interruption, accepting what is said.
 - 5.7 Do not make judgements or offer opinion and make an accurate written record of what the person has said, being careful to use their own words.
 - 5.8 Explain again what will happen. Find out, if possible, when the person is next due to see the individual who is the subject of the complaint. This should enable you to make a judgement as to the appropriate timing of your follow up actions to ensure that the person remains safe.

NB If the complaint is **not** related to the Parish Council activities e.g. at home or school refer the complaint directly to the Safeguarding Lead for appropriate action disclosing all the relevant information.

If the complaint concerns a member of the Parish Council or volunteer related to Parish Council activities immediately contact the Safeguarding Lead who will then initiate the procedure.

DSO Contact details: 07710 692534

Relevant agencies contact details

Local Area Designated Officer 01522 554674

Children's Social Care – customer services centre 01522 782111

Adult Social Care – 01522 782155

Lincolnshire County Council Emergency Duty team – 01522 782333

Lincolnshire Safeguarding Children Board – <https://www.Lincolnshire.gov.uk/scb>

Lincolnshire Safeguarding Adults Board – <https://www.Lincolnshire.gov.uk/sab>

Lincolnshire Police – Public Protection Unit (PPU) 01522 947590 for the Central Referral Unit or 999 for emergencies

Lincolnshire Police – 0300 111 0300 or 999 in an emergency

NSPCC Helpline – 0808 5000