

CLAXBY PARISH COUNCIL

To all Parish Councillors:

You are hereby summoned to a Meeting of the Parish Council to be held in the Village Hall on 4th November 2025 at 7.30 p.m.

Members of the public are welcome to attend. There will a 10-minute public forum at the start of the meeting.

BUSINESS TO BE DISCUSSED

1. Apologies for Absence
2. To receive declarations of interest in accordance with the Localism Act 2011.
3. Co-option of Councillor
4. To approve [minutes of the meeting](#) held on 5th August 2025. (see information pack)
5. Chair & Council's Comments and matters arising from the minutes.
6. Clerk's Report on outstanding matters.
7. WLDC and LCC Councillor updates.
8. Finance:
 - Report of external audit
 - Review budget and set precept for 2026/7 (see information pack)
 - Accounts for Payment
9. Planning applications: [WL/2025/00879](#). **Proposal:** Application for permission in principle to erect 2no. single-storey ground floor apartments.
Location: LAND ADJACENT 3 NORMANBY RISE LN8 3YZ.
Rejected by WLDC planning department.
10. Correspondence
11. Sign code of conduct agreement
12. Report from Village Hall Committee
13. Report from Community Field Committee
14. Report from Village Environment lead
15. Books in the phone box
16. Memorial bench (see information pack)
17. Assertion 10: requirement to move to gov.uk email addresses (see information pack)
18. Date of next meeting

CLAXBY PARISH COUNCIL

Minutes of the meeting of the Council, held at the village hall on 5th August 2025 at 7.30 p.m.

Present: Cllrs D Lofthouse (chair), B Hunter (deputy chair), J Lofthouse, J Pilbrow, R De Smit, C Saywell.

Also Present: D Beer (Clerk), Cllr S Bunney and one member of the public

1. Apologies for Absence - none

2. Declarations of Interest -none

3. To approve minutes of meetings held on 6th May and 24th June 2025. The minutes were approved and duly signed.

4. Chair & Council's Comments and matters arising from the minutes. Review of Actions.

- Volunteers had done all the work requested: (painted handrails, attempted to clear the footpath from the Viking Centre, cleaned the Viking Centre fence and cleared the vegetation away from the dog poo bin.) They took photos of the blocked drain to report it, and we are waiting to hear from Highways.
- Some potholes have been repaired
- Wasp nest outside corner farm had been reported
- Anglian Water had contacted us to say there was a leak in the Village Hall – this was identified as a faulty ball valve and was repaired by D Lofthouse at a cost of £12.00 for the part.

5. Clerk's Report on outstanding matters.

- The money to pay for the net cost of the bench was donated by Sue Griffin - total £611; the bench was ordered and delivered to David Lofthouse. Action: Clerk to send an official letter in thanks.
- Update re Boggle Lane Footpath from Matt Sharpe: The job is in the system, but waiting until the ground gets a little drier, there is the possibility of "gravel grids" filled with stone to make the ground more secure.
- The resident who requested a memorial bench was contacted, suggesting recycled plastic was the more durable option and asking them to choose one. They have replied saying they are exploring options.

6. WLDC and LCC Councillor updates.

- WL grants for the levelling up fund have come through – the Facilities fund and Action fund are available. Expressions of interest are requested soon, and the money needs to be allocated before March.
- Food waste collection in caddies (1.5.- 2 litres in house to go into an external 5l bin) will be coming soon.
- Recycling will be simplified – all plastics to go into blue bin
- Local government reform is coming: LCC and WLDC and other district councils will be merged into a Unitary Authority. Services such as bin collection will therefore be controlled by the one authority. There is a public consultation on Local government reorganisation on Monday 18th August 5.30 – 8.00 p.m.
- Highways have a new JCB pothole machine which will be able to cover a wider area in each repair.
- The household recycling site will now take paint and recycle it.

7. Finance:

Approve Schedule of Payments

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)

D Lofthouse £12.00 from Lloyds a/c for replacement float valve for village hall toilet

EE £39.45 (June bill – broadband)

EE £39.45 (July bill – broadband)

EE £39.45 (August bill – broadband)

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

To authorise – Councillors please authorise 4 payments

Clerk's fees £363.10

HMRC: £81.00

AJ Williams £475 (July grass cutting on 1/8/25)

Transfer from Savings account to pay bills £1000.00

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 p9-21)

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

The Council had submitted a response on the planning portal.

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

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

Location: CLAXBY GRANGE, LN8 3YR

Claxby Parish Council has no objection to the change of use.

- 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

This may affect power to the village hall when works are being done. **Action: Clerk to contact Northern Powergrid so that they can tell us when the works are planned.**

- 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 – Communications from Anglian Water, Resident re bench (mentioned above). Letter from Northern Powergrid re undergrounding of cables. DL to meet with representative on Monday 11th August.

10. Councillors' Responsibilities – update. Action: Publish on website and circulate

11. Sign Code of Conduct. Defer to next meeting. **Action: Bring pro forma.**

12. Village Hall:

- Village Hall Committee to update council. (See report [here](#))

13. Community Field:

- Committee to update council. (See report [here](#)).
- A larger bin is needed for the Community Field, and it needs to be anchored.
- Council approved the cost of purchase to a limit of £155.
- **Action: clerk to contact Simon Smoothey re cost of purchase and emptying schedule. Circulate response.**

14. Village Environment

- Report from Committee (See report [here](#))
- Set a date for litter picking/sign washing and general clean: 5 volunteers have come forward. Suggested date: 18th October. (**Action: Request kit from Simon Smoothey.**)
- Bonfires from the building site at the Old Rectory had been a problem but the owners have agreed to desist.

15. Clerk's contract. It was unanimously agreed to adopt the new salary as recommended by NALC, and the clerk will invoice for the new rate and back pay in the next invoice. It was agreed by majority vote to uphold the existing contract without any changes.

16. Safeguarding Policy –

- It was unanimously agreed to accept the amendments to the Policy. Action: Post on website.
- Sign Declaration – the declaration was signed by all Councillors.

17. Agenda items and date for next meeting.

Tuesday 4th November at 7.30 p.m.

Meeting closed at 20.47 p.m.

Signed_____. Date_____

Memorial bench letter

We have given this a huge amount of consideration and feel that a composite bench is just not something that either of my parents would want, Mum would want a lovely wooden one.

We have seen a bench that we love made in wood by Robinsons and it is all weather treated and will last over 25 years without any treatment or maintenance. Would this be something that the Parish Council would consider. It is slightly more expensive than a normal wooden bench but will last. They also say that I can then have a memorial carved into the back to save any possible ideas of theft of a brass plaque. I can send you a picture of what we had seen if the Council would consider this.

	A	B	C	D	E	F	G	H
1	Regular outgoings from the precept							
2		21/22	22/23	23/24	24/25	25/26 estimated	26/27 projected	
3	EE			384.96	384.96	473.40	473.40	
4	Accountancy	65.00	65.00	95.00	100.00	105.00	105.00	
5	Electricity	161.87	543.66	543.66	550.00	1000.00	1000.00	
6	Banking	36.00	72.00	72.00	72.00	72.00	123.00	
7	Insurance	626.26	598.91	635.59	940.50	1195.69	1195.69	
8	Grass cutting	581.71	1680.00	1760.00	1650.00	1875.00	1875.00	
9	LALC ATS	54.00		90.00	90.00	100.00	100.00	
10	Wages/admin/subscriptions	1860.11	1675.98	1812.02	1812.02	1900.00	2000.00	
11	Water	156.89	159.00	159.15	202.06	295.22	300.00	
12	gritting (cost of one run)		170.00	170.00	170.00	170.00	170.00	
13	Play inspection			150.50		108.00	108.00	
14	External audit			210.00	315.00	315.00	-	
15	Defibrillator				100.00	100.00	100.00	
16	Christmas Tree				70.00	?	?	
17	Maintenance of play equipment/signage/supplies					30.00	100.00	
18								
19	Total regular outgoings	3541.84	4964.55	6082.88	6456.54	7739.31	7650.09	
20	Possible projects							
21	Tree maintenance work					1000.00	1000.00	
22								
23	Note: VAT not included in expenditure, therefore VAT reclaim amount not included in income							
24	Grants and their expenditure have not been included in these figures							
25	Electricity costs to October 2025 £786.37							
26								
27	Income							
28		21/22	22/23	23/24	24/25	25/26		
29	Precept	5407.00	5407.00	5675.00	6500.00	6636.00		
30	CIL			926.54				
31	other income	240.07						
32	Projected Village hall income		195.00	500.00	1326.95	1200.00		
33	Total income (excluding grants)	5647.07	5602.00	7101.54	7826.95	7836.00		
34								
35	Balance in accounts as at 31/9/25							
36	Unity Savings					4321.51		
37	Unity c/a					616.00		
38	Lloyds c/a					1750.67		
39	Lloyds savings					6079.59	ringfenced 6000	
40	TOTAL					12767.77		
41								
42	CHANGING THE PRECEPT AMOUNT							
43	With savings of £12767.77 and the precept at the current level, with other income almost covering predicted running costs							
44	it would be hard to justify an increase in the precept							
45	The calculator shows that in order not to increase the Council tax the precept should remain at £6636.							
46	An increase to £7000 would add 5.67% to Council tax bills.							
47	An increase to £6850 would add 3.27% to Council tax bills.							

NALC: Assertion 10

The Practitioners' Guide 2025 introduced a new Assertion 10 to the Annual Governance Statement, part of the Annual Governance and Accountability Return (AGAR). This new assertion brings existing requirements around digital and data compliance to the fore. It introduces two new requirements for email management and an IT policy. We therefore have to move to a .gov.uk domain for email communications

Payments to note and/or approve

Payments by prior authority:

PlaySafetyLtd: (Inspection) £129.60
A J Williams (grass cutting August) £300.00
A J Williams (grass cutting September) £300.00
A J Williams (grass cutting October)
PKF Littlejohn (external auditor) £378.00
Transfer from savings to current account £1024.56
Transfer from savings to current account £1000 to cover November payments.

By Direct Debit:

Octopus Energy August £108.84
Octopus Energy September £104.24
Octopus Energy October £108.03
Wave £65.68
EE (September) 39.45
EE (October) 39.45
Unity Bank Service charge (August – October) £18.00
Lloyds bank service charges (August to October) £12.75

Payments to authorise (Unity)

Clerk's Fees £390.25
HMRC £88.80

Payments to authorise (Lloyds)

David Lofthouse 20.99 (Village Hall Supplies)

Interest received :

Unity £31.54
Lloyds £7.20 (add October interest)

Village Hall update to November 4th 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 have recommenced in the Autumn after Summer recess.

Occasional events

COWS (Companions of the Wolds) events some months.
Dancing practice
St Mary's Restoration Group meetings (Thursday pm monthly)
Volunteers used hall on Saturday 18th October 2025. The hall was used 7 times this week!

Fire Safety Update Webinar (LALC ATS) 3rd September 2025
Planning meeting 11th September 2025

Maintenance

H&S checks continue on weekly/monthly basis and recorded as required.
PAT testing has been carried out for current year.
Grey emergency box checked and walkie talkies required charging.
New long-handled brush and dust pan and paper towels purchased.

General

Various artwork displays continue.
Combination lock on upper gate in VH car park proving to be successful.
Rambling groups have used car park twice (Sundays)

We have applied for a grant of £500 from Homes Instead charity for heating at events during the winter months for villagers over 55 years of age.

Claxby Community Field Report
for Parish Council Meeting
4th November 2025

Play area

The Annual inspection of the play equipment and immediate area was completed by ROSPA and we received the report on 8th August. A small working party used the report to make a few minor adjustments as noted in the report. An additional bin has been placed in the field due to the original smaller one being quickly overfilled. They are now both being regularly emptied by the Council. It has been good to see members of our community and wider community enjoying the facilities. Access to the car park has helped too.

Dog walking area

Until recently the area has been kept in good order by those using it. Unfortunately over recent months this has changed and dog fouling has been left in the field. It is the responsibility of owners to pick up after their dog. There is a bin at the entrance. Please be vigilant when you are exercising your dog(s) in the field.

The annual cutting of the field hedge alongside the road has been accomplished. It has highlighted that a number of the trees alongside the hedge are overhanging the road and require some attention. I will aim to get some quotes for the work for the next meeting if this is agreed.

Environment report for parish council meeting

A total of 8 villagers volunteered on Saturday 18 October to help tidy the village plus another 10 who could not attend on the day, which was very encouraging. It was also encouraging that in general there was not too much rubbish. Many thanks to all those who gave their time to tidy and wash signs etc. It is hoped to do this again.

The footpath on Boggle lane has been repaired.

Many verges and hedges have been cut.

Roads - to discuss particularly Normanby Rise.