WORLABY PARISH COUNCIL

Parish Clerk – Hannah Hepworth
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Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Worlaby Parish Council on **Tuesday 4th October 2025.** The meeting will be held at **Worlaby Village Hall**, Grange Field, Worlaby, Brigg DN20 0LZ, and will commence at **7pm.**

Members of the public and press are welcome

Hannah Hepworth

Hannah Hepworth – Proper Officer – Worlaby Parish Council
30th October 2025

Agenda

2511/01 Apologies

a) To note apologies for absence.

2511/02 Public Participation

To agree to temporarily suspend the meeting for a period of no more than 20 minutes to allow for a period of public participation. Members of the public may raise subjects, which they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened. Speakers will be limited to 5 minutes, unless the council agrees to extend this. It should be noted that decisions cannot be made on items not on the agenda. Meetings may be recorded.

2511/03 Declarations of Interest

a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
b) To note any dispensations granted to any member of the council in respect of the agenda items listed below

2511/04 Minutes of Previous meeting

Minutes of the Ordinary Parish Council Meeting held on 7th October 2025 to be approved and signed.

2511/05 Highways, Drainage, Footpaths and NLC issues

a) To update any outstanding issues
b) To discuss any other highways, drainage, footpath and NLC issues and resolve any action

2511/06 Police Matters / Neighbourhood watch / NATs

a) To receive updates from Humberside Police, Neighbourhood Watch Representative and NATS and resolve any action
b) To receive an update on the Speedwatch camera.

2511/07 Report from Ward Councillors

a) Ward councillors to update the Parish Council on activities within North Lincolnshire Council.

2511/08 Planning

a) To discuss planning application PA/2025/1299 14A Main Street
b) To discuss and agree action (extension or extraordinary meeting) on any applications submitted after the date of the agenda published and date of meeting
c) To discuss and agree actions relating to delegated responsibilities of the Clerk, if any
d) To discuss the idea of Site Visits for Planning Applications and agree any actions

2511/09 Community Matters and Open Space Management

a) To receive an update regarding the Woodland Glade and Hollows and resolve any action.
b) To update on works in the Jubilee Dell and resolve any action
c) To receive an update report from Worlaby Recreation Committee and resolve any action.
d) Low Villages Forum news and update
e) To discuss any other Community and Open Space Management matters and resolve any action
f) To receive the Christmas Card Competition Results and agree any actions relating to this
g) To agree actions relating to this year's Volunteer Party

2511/10 Risk Assessments and Safety Reports

a) To receive risk assessments and safety reports for play and public areas owned or managed by Worlaby Parish Council and resolve any action:

i) BT Kiosk, Top Road	Monthly inspection	Cllr Mike Speakman
ii) War Memorial, Top Road	Monthly inspection	Cllr Mike Speakman
iii) Flagpole, Main Street	Monthly inspection	Cllr Tom Cave
iv) Bus Stop, Low Road	Monthly inspection	Cllr Ian Fowler
v) Pleasure Ground and Play Area, Top Road	Monthly inspection	Cllr Tom Cave
vi) Fountain	Monthly inspection	Cllr Mike Speakman
vii) Recreation Ground	Weekly inspection	Cllr Ian Fowler
viii)Woodland Glade and Hollows, The Hill	Monthly inspection	Peter Jones
ix) CCTV System	Monthly inspection	Cllr Richard Bowles

2511/11 Finance

a) To approve November schedule of payments to be made including Clerk Mileage, expenses, grass cutting
b) To note October bank statements.
c) To note the Financial Report for October
d) To discuss and agree actions relating to a high interest account with CCLA with 4% interest and one day notice for withdraw for ear-marked reserve
e) To consider if the Parish Council wishes to buy in to Worknest at £1900 per year for HR advice
f) To discuss and agree the budget for 2026-2027

2511/12 Biodiversity

a) To discuss and agree the Biodiversity Policy
b) To discuss and agree the formation of a Working Party for Biodiversity and agree the membership of this
c) To delegate to the Working Party (if formed) the following items:
   I) Objectives of the WHPC
   II) Relevant local strategies
   III) Action plan
   IV) Funding options

2511/13 Asset Register

i) To discuss the Asset Register and see if it meets the criteria for compliance by answering the following questions and agreeing any actions as necessary:

a) Is the Asset Register up to date?
b) Is there a minimum value threshold for capitalising assets?
c) Does the Asset Register include all assets above threshold?
d) Are all assets valued consistently eg purchase value and current value?
e) Does each asset include all essential fields eg ID, date acquired, cost, exact location, purpose, interest, condition?
f) Does the RFO formally have responsibility for maintaining the Asset Register?
g) Do you physically verify all assets at least annually?
h) Are safety inspections carried out?
i) Is there a maintenance schedule of assets?
j) Is the asset register reviewed against insurance schedules eg insurance values checked and reconciled?
k) Are asset disposals properly authorised?

ii) From the agenda item i) above, does the Parish Council agree to formally adopt the Scribe Free template?

2511/14 Policies and Procedures

a) To approve the Standing Orders for Worlaby Parish Council
b) To agree the Emergency Plan and agree any changes

2511/14 Ongoing, Minor Items, Correspondence and Agenda Items for the next meeting

a) Councillors to update the meeting on any progress on items not requiring decision and resolution, not otherwise detailed on the agenda.
b) To consider and agree the response to be submitted for the questions from NLC on the Local Plan
- Review the list and map provided for your area.
- Confirm whether the information is accurate and complete.
- Identify any missing facilities or services.
- Highlight any facilities that are under threat, underused, or in need of investment.
- Share any local insights or priorities that should be considered in future planning.

c) Matters of correspondence received since the agenda was posted.
d) To receive from Councillors agenda items for the next meeting

2511/15 Date and time of forthcoming meetings

a) To agree the date and time of the next Parish Council meeting

2511/16 To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

a) To vote to exclude the press and public form the next items
b) To discuss, resolve and agree any actions relating to communication