

WORLABY PARISH COUNCIL

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Minutes of the Meeting of the Parish held on **Tuesday 4th November 2025** at **Worlaby Village Hall**, Grange Field, Worlaby, Brigg DN20 0LZ, at **7pm**.

Present: Cllr M Speakman (Chair), Cllrs T Cave, H Truelove, R Bowles

Clerk to the Council: Hannah Hepworth

Ward Cllrs: None

4 members of the public

Minutes

2511/01 Apologies

Apologies were received from Cllr Moran and Cllr Fowler

2511/02 Public Participation

None

2511/03 Declarations of Interest

- a) To note and 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.
None
- b) To note any dispensations granted to any member of the council in respect of the agenda items listed below
None

2511/04 Minutes of Previous meeting

Proposed: Cllr Truelove, Seconded: Cllr Cave

Resolved: The minutes of the Ordinary Parish Council Meeting held on 7th October 2025 were approved – unanimous

2511/05 Highways, Drainage, Footpaths and NLC issues

Lampposts 1-8 are out; these have been reported.

The Road Sweeper has been round the village today.

2511/06 Police Matters / Neighbourhood watch / NATs

NATs – there hasn't been a NATs meeting.

2511/07 Report from Ward Councillors

No report

2511/08 Planning

- a) To discuss planning application PA/2025/1299 14A Main Street

Proposed: Cllr Cave, Seconded: Cllr Bowles

Resolved: The following statement will be submitted: The Parish Council believe the entirety of this application is to make an amendment to the previous application. Previously this was approved

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with conditions and the permission has run out. Is this a new planning application and if so where are the documents? The Parish Council previously objected to this application due to access and safety for the children accessing the school – unanimous

- 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 - there are no further applications
- c) To discuss and agree actions relating to delegated responsibilities of the Clerk, if any

Proposed: Cllr Speakman, Seconded: Cllr Bowles

Resolved: Extra Ordinary Meetings will be held when deemed necessary and would be the first preference, however in exceptional circumstances if a meeting is not feasible then the Clerk has delegated powers after consulting by email with all Parish Councillors - unanimous

- d) To discuss the idea of Site Visits for Planning Applications and agree any actions

Proposed: Cllr Speakman, Seconded: Cllr Bowles

Resolved: The Parish Councillors are encouraged to familiarise themselves with the applications prior to any meeting and visit the site if necessary. The only time the Parish Council would consider a site visit is if requested by the applicant – unanimous

2511/09 Community Matters and Open Space Management

- a) To receive an update regarding the Woodland Glade and Hollows and resolve any action
No update
- b) To update on works in the Jubilee Dell and resolve any action
No update
- c) To receive an update report from Worlaby Recreation Committee and resolve any action.
There is no meeting until January. The Trauma Kit has been purchased. Although the terrorism act is not in force we are getting more and more information on this. There are more bookings than anticipated; it is pleasing that it is being used but it is causing increasing workload. More trustees are needed.
- d) Low Villages Forum news and update – the Quiz team is ready
- e) To discuss any other Community and Open Space Management matters and resolve any action – the Dickensian Market is progressing and will be from Sunday December 7th 2pm – 5pm. There are several arts and crafts stalls. Cllr Bowles will ask Rob Waltham to switch on the lights.
Access to Ancholme – there is a weekly information call to get updates on what needs doing.
- f) To receive the Christmas Card Competition Results: the design that has won the competition will be turned into a Christmas Card. An £80 budget is set for this.
- g) To agree actions relating to this year's Volunteer Party Sunday 23rd November at 2pm – 4pm with a £200 budget

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

Daryl Cole to be contacted regarding the Dog Poo bin.

2511/11 Finance

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Proposed: Cllr Cave, Seconded: Cllr Speakman

Resolved: To approve November schedule of payments to be made including Clerk Mileage £10.80, expenses £26, CILCA £45.71, ERNLLCA conference £96, arborist report £850, plants £16.50

Proposed: Cllr Cave, Seconded: Cllr Bowles

Resolved: The quote for £850 will be accepted for the arborist report

- b) The October bank statements were received
- c) The Financial Report for October was noted
- d) **Proposed: Cllr Cave, Seconded: Cllr Truelove**

Resolved: The Parish Council will open a high interest account with CCLA with 4% interest and one day notice for withdraw for ear-marked reserves - unanimous

- e) The Parish Council does not wish to sign up to Worknest at £1900 per year for HR advice
- F) To discuss and agree the budget for 2026-2027 – deferred to next meeting

2511/12 Biodiversity

- a) To discuss and agree the Biodiversity Policy – Cllr Bowles will have a look at the policy and report back to the next meeting
- b) To discuss and agree the formation of a Working Party for Biodiversity and agree the membership of this – deferred to next meeting
- 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? Yes
 - b) Is there a minimum value threshold for capitalising assets? This needs to be set
 - c) Does the Asset Register include all assets above threshold? No
 - d) Are all assets valued consistently eg purchase value and current value? No
 - e) Does each asset include all essential fields eg ID, date acquired, cost, exact location, purpose, interest, condition? No
 - f) Does the RFO formally have responsibility for maintaining the Asset Register?

Proposed: Cllr Speakman Seconded: Cllr Cave

Resolved: The RFO formally has responsibility for maintaining the Asset Register

- g) Do you physically verify all assets at least annually? yes
- h) Are safety inspections carried out? yes
- i) Is there a maintenance schedule of assets? For major assets there is
- j) Is the asset register reviewed against insurance schedules eg insurance values checked and reconciled? Yes
- k) Are asset disposals properly authorised? Yes

Proposed: Cllr Speakman Seconded: Cllr Cave

- ii) **Resolved:** The Parish Council will agree to formally adopt the Scribe Free template?

2511/14 Policies and Procedures

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- a) To approve the Standing Orders for Worlaby Parish Council – deferred to next meeting
- b) To agree the Emergency Plan and agree any changes – no changes required

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 – none
- 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.

Cllr Speakman will complete the map and submit response

- c) Matters of correspondence received since the agenda was posted - none
- d) To receive from Councillors agenda items for the next meeting

Items deferred

Boundary Issue – any Land Registry documents for the Hollows and Woodland Glade

29th Humberside Police Band at 7pm

2511/15 Date and time of forthcoming meetings

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

2nd December 2025 at 7pm

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 from the next items
- b) To discuss, resolve and agree any actions relating to communication – deferred

The Clerk will be on Annual Leave from 22nd December 2025 to 3rd January 2026

Meeting close: 20:39