

# Minutes

Of the meeting 10 July 2025 at Westborough Village Hall

Members Present:

Birnage (Chair)	Broomham	Ford	Forman	Lett	
--------------------	----------	------	--------	------	--

Members Absent:

Arnold					
--------	--	--	--	--	--

In attendance: The Parish Clerk

Also Present: County Cllr Bamford, The Environment Agency's Witham Partnerships and Strategic Overview Team Leader

Agenda no	Agenda item title
25-62	<b>Public Forum:</b> to <b>receive</b> questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum) <b><i>There were no questions or comments.</i></b>
25-63	To <b>note apologies for absence.</b> <b>Apologies were received from Cllr Arnold.</b>
25-64	To <b>receive</b> any <b>declarations of interest</b> in accordance with the requirements of the Localism Act 2011 <b>and consider</b> any dispensation requests received by the Clerk. <b><i>No declarations of interest had been received.</i></b>
25-65	To welcome representatives of the Environment Agency to answer questions on flooding in the parish. Members welcomed Mr Ian Cappitt, the Environment Agency's Witham Partnerships and Strategic Overview Team Leader.  He explained how funding for maintenance came in three categories with different funding streams: Annual maintenance, intermittent maintenance and capital refurbishment. The limited funding available would be allocated in the order of high, medium and low consequences whereby Westborough would be in the medium consequences category.  The Environment Agency works in partnership with the Internal Drainage Boards And the Flood Authority.  Being asked why the river Witham had not been dredged, he explained that this had been a big project in the 1970ies and the aim had been to increase the flow volume to a certain level in an effort to remove excess water as quickly as possible from a given area. The water levels that had occurred during storms Babette and Henk had

Agenda no	Agenda item title
	<p>been exceptional. These days it is understood that removing water quickly from one area may have negative consequences in other areas. Water management was needed taking numerous factors into account.</p> <p>The government had a new approach relying on natural flood management and building resilience in local communities.</p> <p>He stated that he would return to the October meeting when he was hoping the latest flood modelling data would be available.</p>
25-66	<p>To receive the <b>minutes of the previous Full Council Meeting</b> and <b>resolve</b> to sign these as a true record of the meeting(s).</p> <p><b>Minutes of Annual Parish Council Meeting on 08 May 2025</b>  <i>The council received the minutes of the annual Parish Council Meeting 08/05/2025 and resolved to sign these as a true record of that meeting.</i></p>
25-67	<p>To <b>review and adopt</b> the following <b>policies and procedures based on NALC/LALC and SLCC templates</b></p> <ul style="list-style-type: none"> <li>a) Code of Conduct</li> <li>b) Complaints policy and procedure</li> <li>c) Grant Policy</li> <li>d) Co-option Policy</li> <li>e) Risk Management Policy</li> </ul> <p><b>a) The council resolved to adopt</b>  <b>b) Code of Conduct</b>  <b>c) Complaints policy and procedure</b>  <b>d) Grant Policy</b>  <b>e) Co-option Policy</b>  <b>f) Risk Management Policy</b></p>
25-68	<p>To <b>receive and note</b> the Clerk's Report and <b>confirm</b> the receipt of the 2025 Practitioner's Guide.</p> <p><b>The Council received and noted the Clerk's report and confirmed the receipt of the 2025 Practitioner's Guide.</b></p>
25-69	<p>To receive a grant application from Westborough Village Hall Committee for the renovation of the hall's roof and <b>consider awarding a grant</b> from the Copley Solar Fund.</p> <p><b>The Council considered the application in detail and resolved to award a grant of £15,450 from the Copley Solar fund for the renovation of the hall's roof and associated works. £12,000 to come from Earmarked Reserves for the Westborough Village Hall Roof.</b></p>
25-70	<p>To <b>consider</b> changing the clerk's email address to a free .gov.uk address and choose one of the permissible addresses.</p>

Agenda no	Agenda item title																																																											
	<b><i>The Council resolved to change the Clerk's email address to <a href="mailto:clerk@westborough-dry-doddington-pc.gov.uk">clerk@westborough-dry-doddington-pc.gov.uk</a> through Parish Online.</i></b>																																																											
25-71	<p><b>Financial Matters:</b></p> <p>a) To receive and note the council's receipts and payments over budget report to 30 June 2025 and review the current budget and any virements.  <b><i>The Council received receipts and payments over budget report to 30 June 2025 and reviewed the current budget but did not agree any virements.</i></b></p> <p>b) To receive and note the council's bank reconciliation to 30 June 2025.  <b><i>The Council received and noted the bank reconciliation to 30 June 2025. The council's bank accounts had the following balances:</i></b>  <b><i>STATEMENT BALANCES</i></b>  <b><i>NatWest Current Account 2,806.89</i></b>  <b><i>Nat West Reserve Account 6,100.89</i></b>  <b><i>Nat West 35 Day Notice 20,000.00</i></b>  <b><i>Melton Building Society 27,428.98</i></b></p> <p>c) To authorise the following known upcoming payments:</p> <table border="1" data-bbox="277 981 1519 1733"> <thead> <tr> <th>Payee Name</th> <th>Reference</th> <th>Transaction Detail</th> <th>Budget Code</th> <th>£ Total</th> </tr> </thead> <tbody> <tr> <td>B Boyer</td> <td>SO</td> <td>Staff Costs July and August</td> <td>Staff Costs</td> <td>338.60</td> </tr> <tr> <td>B Boyer</td> <td>SO</td> <td>WFHA July and August</td> <td>Office expenses incl. WFHA and mileage</td> <td>52.00</td> </tr> <tr> <td>Zurich Insurance</td> <td>P008</td> <td>Council Insurance 2025/26</td> <td>Insurance</td> <td>160.64</td> </tr> <tr> <td>South Kesteven DC</td> <td>P009</td> <td>Aqua Sacs</td> <td>Other Projects - Copley Fund Reserve</td> <td>456.00</td> </tr> <tr> <td>John Forman</td> <td>P010</td> <td>Scissors for flood store</td> <td>Other Projects - Copley Fund Reserve</td> <td>5.19</td> </tr> <tr> <td>John Forman</td> <td>P011</td> <td>Grass cutting Westborough</td> <td>Volunteer Mowing, Comm cleaner projects</td> <td>151.00</td> </tr> <tr> <td>Stuart Surr</td> <td>P012</td> <td>Grass cutting Westborough</td> <td>Volunteer Mowing, Comm cleaner projects</td> <td>90.00</td> </tr> <tr> <td>A J Chandra</td> <td>P013</td> <td>Grass cutting Westborough</td> <td>Volunteer Mowing, Comm cleaner projects</td> <td>60.00</td> </tr> </tbody> </table> <p><b><i>The council authorised the above payments. Furthermore, the council approved the following additional payments:</i></b></p> <table border="1" data-bbox="277 1809 1519 1986"> <tbody> <tr> <td>John Forman</td> <td>P014</td> <td>Reimburse Shed Timber</td> <td>Other Projects - Copley Fund Reserve</td> <td>7.00</td> </tr> <tr> <td>AC Garden Service</td> <td>P015</td> <td>Groundworks Long Lane</td> <td>Volunteer Mowing, Comm cleaner projects</td> <td>150.00</td> </tr> </tbody> </table>					Payee Name	Reference	Transaction Detail	Budget Code	£ Total	B Boyer	SO	Staff Costs July and August	Staff Costs	338.60	B Boyer	SO	WFHA July and August	Office expenses incl. WFHA and mileage	52.00	Zurich Insurance	P008	Council Insurance 2025/26	Insurance	160.64	South Kesteven DC	P009	Aqua Sacs	Other Projects - Copley Fund Reserve	456.00	John Forman	P010	Scissors for flood store	Other Projects - Copley Fund Reserve	5.19	John Forman	P011	Grass cutting Westborough	Volunteer Mowing, Comm cleaner projects	151.00	Stuart Surr	P012	Grass cutting Westborough	Volunteer Mowing, Comm cleaner projects	90.00	A J Chandra	P013	Grass cutting Westborough	Volunteer Mowing, Comm cleaner projects	60.00	John Forman	P014	Reimburse Shed Timber	Other Projects - Copley Fund Reserve	7.00	AC Garden Service	P015	Groundworks Long Lane	Volunteer Mowing, Comm cleaner projects	150.00
Payee Name	Reference	Transaction Detail	Budget Code	£ Total																																																								
B Boyer	SO	Staff Costs July and August	Staff Costs	338.60																																																								
B Boyer	SO	WFHA July and August	Office expenses incl. WFHA and mileage	52.00																																																								
Zurich Insurance	P008	Council Insurance 2025/26	Insurance	160.64																																																								
South Kesteven DC	P009	Aqua Sacs	Other Projects - Copley Fund Reserve	456.00																																																								
John Forman	P010	Scissors for flood store	Other Projects - Copley Fund Reserve	5.19																																																								
John Forman	P011	Grass cutting Westborough	Volunteer Mowing, Comm cleaner projects	151.00																																																								
Stuart Surr	P012	Grass cutting Westborough	Volunteer Mowing, Comm cleaner projects	90.00																																																								
A J Chandra	P013	Grass cutting Westborough	Volunteer Mowing, Comm cleaner projects	60.00																																																								
John Forman	P014	Reimburse Shed Timber	Other Projects - Copley Fund Reserve	7.00																																																								
AC Garden Service	P015	Groundworks Long Lane	Volunteer Mowing, Comm cleaner projects	150.00																																																								

Agenda no	Agenda item title				
	Coleen Dell	P016	Mowing Dry Doddington	Volunteer Mowing, Comm cleaner projects	114.00
	LALC	P017	Summer Conference	Training and development	54.00
25-72	<p><b>BANKING</b></p> <p>a) To consider adding Bankline authorisation to the NatWest bank accounts:  <a href="https://www.natwest.com/business/ways-to-bank/bankline-for-communities.html">https://www.natwest.com/business/ways-to-bank/bankline-for-communities.html</a></p> <p>The clerk explained that according to the bank’s website, Bankline is only available to new community accounts. But there may be an option for Bankline.</p> <p><b><i>The Council resolved to add Bankline authorisation to the Council’s NatWest accounts.</i></b></p> <p>b) To consider opening a CCLA Public Sector Deposit Fund Account to maximise income from interest: <a href="https://www.ccla.co.uk/investments/investor/local-authorities">https://www.ccla.co.uk/investments/investor/local-authorities</a></p> <p><b><i>The Council resolved to open a CCLA Public Sector Deposit Fund Account.</i></b></p>				
25-73	<p>To receive the results of a poll on public spaces for children and teenagers and consider what action to take. (Cllr Birnage).</p> <p>Cllr Birnage reported that 62% of dry Doddington residents who had replied to the WhatsApp group poll on children’s play equipment, 29% replied none was needed, 11% were not sure and 62% were in favour of children’s play equipment in Dry Doddington. <b>The Clerk would look into the feasibility of a play area on the village green.</b></p>				
25-74	<p>To consider <b>planning applications for comment.</b>  <a href="#">S25/1207   Section 211 Notice for the felling and removal of Yew tree.   The Cottage Long Lane Westborough Lincolnshire NG23 5HH</a>  <b><i>Members resolved not to comment.</i></b></p>				
25-75	<p>To <b>note planning decisions</b> made since the last meeting.  <a href="#">S25/0173   Erection of permanent agricultural workers dwelling and associated works.   J And J Alpacas Meadow Farm Clensey Lane Dry Doddington Lincolnshire NG23 5HT</a> – Declined  <b><i>Members noted the decision.</i></b></p>				
25-76	<p>To receive and note <b>reports from members</b> including Highways updates. (for information only).</p>				
25-77	<p>To receive the <b>County and District Councillor’s reports</b> (for information only). County Councillor Bamford had attended the village walkaround with members of the Environment Agency and the council. He spoke about the challenges posed by the Local Government Re-organisation and that members of the public would be consulted shortly.</p>				

Agenda no	Agenda item title
	When asked where to <b>report obstructions</b> he stated that all obstructions damage, potholes or similar to the public highway including footways <b>should be reported on <a href="https://www.fixmystreet.com/">https://www.fixmystreet.com/</a> or the phone app of the same name.</b>
	Cllr Betts leaves at 20:45.
25-78	To note <b>correspondence</b> previously circulated by email. <b><i>Members noted the correspondence previously circulated by email.</i></b>
25-79	<b>Items for notification</b> to be included in a future agenda. For information only. <ul style="list-style-type: none"> <li>• Play Area</li> <li>• Environment Agency Update</li> <li>• Flood Shed Update</li> </ul>
25-80	To note the date and time of the next Full Council meeting as 09 October 2025 at 19.30 at Dry Doddington Village Hall. <b><i>This was duly noted.</i></b>

\_\_\_\_\_ Date \_\_\_\_\_  
Signed as a true record by the presiding Chair of the approving meeting.