

Draft Notes of the Parish Council meeting held on Tuesday 2nd December 2025.

Public Forum

Cllr E. O'Neill (Chair) opened the meeting and invited the one member of the public to speak. They said they had come to raise four issues listed below: -

1. Waste collection issues on Reeds Lane, Woolsthorpe by Colsterworth. Pre-dating collection changes, collections are being missed. They would like small-van collection re-instated as it is not practical to drive a full-size bin lorry along Reeds Lane.
2. Request for a permanent fix for the A1 North junction at Bridge End which regularly floods. Cllr C Vernon stated that it's a Highways England issue, but she will raise with Alicia Kearns, MP. A short discussion followed regarding A1 gap closure timeframe and the current speed limit. Cllr C Vernon explained the work is planned in stages.
3. Request that the Parish Council write to the occupants of two properties on Woolsthorpe regarding hedge maintenance as the hedge is encroaching on the footpath.
4. The member of the public expressed their thanks to outgoing Clerk Sue Grant and for her support over the years.

Cllr E. O'Neill (Chair) thanked the member of the public and expressed that these points will be raised on their behalf.

Councillors: E O'Neill (Chair), C Russell, L McShane, M Childs, T O'Regan, D Heath French, R Chatterton, S Jordan-Bird, and Cllr D Bellamy.

In Attendance

Sue Grant, outgoing Clerk to the Parish Council.
 Eleanor Parfitt, incoming Clerk to the Parish Council.
 SKDC Cllrs D Bellamy.
 LCC Cllr C. Vernon.

Agenda Item No	
2025.122	Apologies for absence. Cllrs C. Hainsworth and R. Brocklebank. Valid reasons given.
2025.123	Chair's remarks. Cllr E O'Neill (Chair) thanked everyone for attending the meeting. They stated that this was to be Clerk S. Grant's last meeting as Clerk with new Clerk E. Parfitt receiving training until the end of December ahead of a formal handover in January. They thanked Clerk S. Grant for her service and efforts regarding recruitment and handover.
2025.124	Declarations of interest in accordance with the LGA 2000 None.
2025.125	Approval of the Minutes of the previous meeting. Cllr R Chatterton abstained as they were not present at the previous meeting, all others present agreed that the official minutes of the meeting of the Parish Council held on 4 th November 2025 be approved as a correct record and duly signed and dated by the Chair.
2025.126	County/District Cllr Report. LCC Cllr C. Vernon reported: -

Agenda Item No	
	<p>1. Avian flu cases locally. All registered owners will have received a letter.</p> <p>2. LLC led research on accessibility and opening times for Household Recycling Centres. Request for feedback via https://www.letstalk.lincolnshire.gov.uk/hwrc. Stated that the District Council are responsible for collecting waste and the County Council for all other aspects.</p> <p>3. There was a short discussion regarding local government re-organisation with a timeframe of 2027/2028 for decisions.</p> <p>4. A1 gaps – Alicia Kearns, MP pushing hard with Highways England on gap closure. Local lay-by closure being investigated.</p> <p>Cllr T. O'Regan queried Rutland merger. Cllr Vernon updated that current plan is for Rutland to move to Leicestershire authority and that parliamentary boundaries are not to change.</p> <p>SKDC Cllr D. Bellamy reported: -</p> <p>1. Reported attendance of SKDC Local Plan Working Group meeting earlier in the day. Final Document planned to be ready by February 2026. Changes to include the new targets. Advised Cllrs to view 2024 version for comparison. Raised concerns over impact to infrastructure i.e. oversubscribed school and GP surgery in Colsterworth.</p> <p>SKDC Cllr B. Green sent their apologies. Report circulated to Cllrs following the meeting and Clerk S. Grant read out the following main points of the report regarding: -</p> <ol style="list-style-type: none"> 1. Local government reorganisation. 2. Special responsibility allowances. 3. SKDC Christmas opening times. 4. Thanks to outgoing Clerk S. Grant.
2025.127	<p>Resolve for Cllrs to form a Working Group to run the War Memorial Remembrance Sunday Service on 8th November 2026.</p> <p>Proposed by Cllr D. Heath French. No resolution other than it's been organised outside of PC. PC still responsible for organising road closures. This is diarised.</p>
2025.128	<p>Resolve to purchase 2 x information/map boards at a cost of £225.00 each excl vat and postcrete for installation at the Nature Trail using the allocated Reserve fund of £550.</p> <p>The Clerk S. Grant explained funding for the project - £300 donation from the Ingle Trust towards an interpretation board and £250 donation from Colsterworth Co-op to be spent on the Nature Trail at the Parish Council's discretion.</p> <p>Cllrs discussed in detail the designs provided by Maurice Taylor and Graham McKenzie. Cllr E. O'Neill (Chair) proposed gathering of comments from Cllrs and the Ingle Trust for their part of the design and feedback to the Clerk.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>To create a Highways and Footpaths Working Group with Cllrs D. Heath French, C. Russell, and T. O'Regan volunteering to take the project forward.</p>
2025.129	<p>Resolve to investigate the costs and permissions required to install a Parish Council notice-board at the social club.</p> <p><u>It was proposed, seconded and Resolved</u></p>

Agenda Item No	
	The Clerk S. Grant said that she is waiting for a response from the Social Club. The Clerk to investigate costings.
2025.130	Risk Exception Report. Received, no comments.
2025.131	Clerks Report Action
1.	Three blocked drains on Steels Lane and the High Street reported to FMS Refs: 2860349, 2860348 2860347. On 7th November Highways reported they were not taking any action because they did not consider the blocked drains were causing a serious highway safety or property flooding issue.
2.	Further information requested and submitted by the Clerk for SKDC Planning Application S25/1979 Cemetery Extension Old Post Lane, Colsterworth. 17/11/2025.
3.	New Clerk E. Parfitt appointed on 17 th November 2025. The outgoing Clerk S. Grant will provide training to the incoming Clerk E. Parfitt until 31 st December 2025.
4.	The Internal Audit was carried out by Lincolnshire Association of Local Councils on 21 st November 2025.
5.	The SKDC Precept Calculator and Form were received on 21 st November 2025. Submission deadline 16 th January 2026.
6.	Woolsthorpe Road, Kiosk defibrillator found to be not rescue ready due to low battery. Removed from cabinet, Community Heartbeat website (Webnos) and My Defibrillators updated and removed from the ambulance service until replacement battery received and defibrillator replaced in the cabinet. Replacement battery ordered 26/11/2025.
7.	Cllrs Steve Jordan-Bird, Caroline Hainsworth and Clerks S. Grant and E. Parfitt attended a meeting with the site Manager of Heritage Quarry Group Limited (HQGL) regarding the quarry lorries using Woolsthorpe Road. Agreed to send a map of the preferred route to HQGL to be shared with the contract drivers.
2025.132	Correspondence
1.	Notification of Avian Flu in Corby Glenn.
2.	EN0210007 - Weston Marsh to East Leicestershire - EIA Scoping and Consultation and Regulation 11 Notification. The deadline for consultation responses is 5 December 2025.
3.	Lincolnshire County Council Permit Scheme (LiPS) Variation proposal. The consultation period ends on 10 December 2025 at 17:00. Feedback or enquiries can be made via https://www.letstalk.lincolnshire.gov.uk/permit-scheme-fees or can be sent by email to: PermitConsultation@lincolnshire.gov.uk
4.	Email and telephone call regarding quarry lorries traveling down Woolsthorpe Road, Woolsthorpe by Colsterworth at speed. JJ Mac contacted to remind drivers not to use Woolsthorpe Road. Also gravel and debris on the road approaching the entrance of the quarry reported to FMS Ref: 2861174. The Clerk contacted Heritage Quarry Group North who operating the quarry and the site manager confirmed they would make the drivers aware not to use Woolsthorpe Road. 19/11/2025 report from Cllr Stephen Jordan-Bird HGV's from the new quarry still using Woolsthorpe road.
5.	Resident seeking help with Highways regarding historic issues on Reeds Lane. Escalated to Cllr Charlotte Vernon.

6.	Resident with grass cutting query on Rectory Lane, North Witham. Grass cutting contractor asked to add the area to their schedule from 2026.	Clerk/Cllr D Belamy
7.	The South Kesteven Draft Design Code Testing and Engagement Phase II. Monday 17th November 2025 to Friday 2nd January 2026. Please see the web page for further information: https://www.southkesteven.gov.uk/designcode	Clerk/Cllrs
8.	This link will take you direct to the LRF website where the newsletter is now hosted. https://www.lincolnshireresilienceforum.org/news/risk/lincolnshire-community-resilience-news/	Clerk/Cllrs
9.	Resident complaining that bins are left out all week on Woolsthorpe Road. Advised that this is not the responsibility of the Parish Council.	Clerk
10.	Resident advised that they had reported a pot-hole on the High Street near Steels Lane to LCC. Clerk checked FMS, report updated.	Clerk
11.	Resident advising they had reported a white van left on Ash Close to the Police.	Clerk
12.	Invitation from Jackie Taylor for the Parish Council to display a Parish Council Christmas Tree in St John The Baptist Church on the 19 th December.	Clerk/Cllrs
13.	Letter received from LCC regarding the Local Government Reorganisation in Greater Lincolnshire – 'A Greater Lincolnshire for All'	Clerk/Cllrs
14.	Local Government Reorganisation November 2025 briefing received from SKDC.	Clerk/Cllrs
15.	Resident reporting a large tree branch hanging from a tree on the grass verge opposite 14, Woodlands Drive, Colsterworth. Reported to FMS by the Clerk Ref 2863840.	
2025.133	SKDC Planning Applications	
S25/1979	Change of use of agricultural field to cemetery Old Post Lane Cemetery Extension, Old Post Lane , Colsterworth	None
S25/2188	Erection of boundary fencing and gate Manor House , Church Street, North Witham, Lincolnshire, NG33 5LH	None
S25/2189	Erection of boundary fencing and gate Manor House , Church Street, North Witham, Lincolnshire, NG33 5LH	None
S25/2259	Trim overhanging branch of Horse Chestnut tree (TPO-243) The Old Rectory , Rectory Lane, North Witham, Lincolnshire, NG33 5LQ	None
	Planning Inspectorate Appeal	
APP/E2530 /W/25/3368 705	The appeal is allowed and planning permission is granted for change of use from Use Class C3 (Dwellinghouse) to Use Class C2 (flexible use under Part 3, Class V of GPDO) as a children's care home at 9A School Lane, Colsterworth NG33 5NW	Cllrs
	SKDC Planning Permission	
S25/1437	Installation of three items of interactive equipment for children to the lower farm-yard. Location: Woolsthorpe Manor 23 Newton Way, Woolsthorpe By Colsterworth Lincolnshire NG33 5NR	
S25/1469	Submission of details reserved by conditions 3 (proposed joinery works), 4 (boundary treatments), 5 (noise and dust management plan) and 6 (local plan policy SB1 and SD1) of planning permission S24/1505 (Conversion of an existing outbuilding to form one separate dwelling	
S25/1484	Single storey extension. 8 Back Lane Colsterworth Lincolnshire NG33 5NJ	
S25/1696	Proposed new garage. 37 Woolsthorpe Road Woolsthorpe By Colsterworth Lincolnshire NG33 5NT	
S25/1469	SKDC Planning Refusal of Trees Protected by Tree Preservation area.	
S25/1807	Crown reduction works to a mature Horse Chestnut tree (TPO 59). 21 Woodlands Drive Colsterworth, Lincolnshire NG33 5NH.	
2025.134	Finance and Administration (F & A) Committee Report (Cllrs E O'Neill, M Childs, C Russell & C Hainsworth).	

	<ol style="list-style-type: none"> 1. Update on the Community Car Park. (The Clerk). No update. 2. Resolve to agree the draft 2026/2027 Budget. 3. Resolve to agree with the 2026/2027 Precept Setting of £44,801.00. 4. Resolve to accept the Mid-Year Internal Audit Report. <u>It was proposed, seconded and Resolved</u> Points 2-4 unanimously agreed. <p>Resolve to renew the following policies at their annual review: -</p> <ol style="list-style-type: none"> 5. CAD Asset Register and Disposal Policy. <u>It was proposed, seconded and Resolved</u> Unanimously agreed. <p>To resolve to agree the following actions for the incoming Clerk E. Parfitt:</p> <ol style="list-style-type: none"> 6. Add the incoming Clerk to the HSBC Signatory Mandate. 7. Change the Primary user of the HSBC online banking system from the outgoing Clerk S. Grant to the incoming Clerk Eleanor Parfitt. 8. Set the online payment limit for the incoming Clerk to £1,000 daily limit. 9. Apply for an HSBC Debit Card for the incoming Clerk with a limit of £250. 10. Purchase a mobile telephone and sim card for the incoming Clerk. 11. Resolve to cancel the Parish Council landline telephone <p><u>It was proposed, seconded and Resolved</u> Points 6 – 11 unanimously agreed with investigations regarding a telephone number forwarding provider to retain a landline style number.</p> <ol style="list-style-type: none"> 1. Net Position by Cost Centre and Code 24.11.2025 – Received with no comments.
2025.135	<p>Planning Committee Report</p> <p>16. Neighbourhood Plan Review.</p> <p>Until the Local Plan is completed, the committee will investigate the opportunities of updating the current Neighbourhood Plan.</p>
Group Reports	
2025.136	<p>Highways & Footpaths Working Group. No report this month.</p> <p>All Fix My Street (FMS) Reports can be found at https://fixmystreet.lincolnshire.gov.uk/</p>

2025.137	<p>Environment & Amenities Working Group Report.</p> <ol style="list-style-type: none"> Emergency Plan Review Update. On Hold (The Clerk) Resolve for Cllrs to volunteer to set up a Working Party to: - Respond to the additional information requested by the Planning Department. Agree the draft layout/plan of Cemetery extension. Investigate the additional associated costs and permissions required. <p><u>It was proposed, seconded and Resolved</u></p> <p>Cllrs C. Russell and M. Childs volunteered to be part of the Working Group. Cemetery scale of Charges to be reviewed in the future.</p>
2025.138	<p>ACCOUNTS FOR PAYMENT NOVEMBER 2025</p> <p>Unanimously approved see Appendix A</p>
2025.139	<p>Matters requiring attention such as potholes and faulty streetlights.</p> <p>Cllr D. Heath French requested investigation into storage of the road closure signs for Remembrance Sunday.</p> <p>Training courses attended/booked: -</p> <p>Incoming Clerk E. Parfitt to attend the LALC course 'New Clerks' Finance' on Tuesday 16th December 2025; LALC course 'Internal Controls' on Wednesday 28th January 2026.</p>
2025.140	<p>The date of the next Parish Council meeting is Tuesday 3rd February 2026. There being no other business, the Chair, Cllr E O'Neill closed the meeting at 9:10 pm.</p> <p>SIGNED:</p> <p>CHAIR _____ DATE: _____</p>

Cllr Name	Constituency	Attended	Apologies	Absent
C Hainsworth (Vice Chair)	Colsterworth	4	2	
E O'Neill (Chair)	Colsterworth	4	2	
D Bellamy	North Witham & Lobthorpe	4	2	
* A Bouvie – Resigned May 2025	Colsterworth		1	
L McShane	Colsterworth	4	2	
T O'Regan	Colsterworth	6		
R Brocklebank	Colsterworth	4	2	
C Russell	Colsterworth	6		
M Childs	Colsterworth	5	1	
* C Rowland – Resigned Oct 2025	Colsterworth	3	1	
R Chatterton	Gunby & Stainby	5	1	
D Heath French – Co-opted Oct 2025	Colsterworth	2		

S Jordan-Bird – Co-opted Oct 2025	Colsterworth	2		
Vacancy	Colsterworth			
Vacancy	Colsterworth			
Vacancy	Gunby & Stainby			
Vacancy	North Witham & Lobthorpe			

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COLSTERWORTH AND DISTRICT PARISH COUNCIL			APPENDIX A
ACCOUNTS FOR PAYMENT NOVEMBER 2025			
ONLINE PAYMENTS			
Date of pmnt	Payee Name	Details	Amount
03/12/2025	Stuart Whitcombe	In Touch Editing	£85.00
03/12/2025	Staff 1 & 2	Community Cleaning	£698.36
04/12/2025	Life in Pictures	In Touch Printing	£417.60
05/12/2025	LALC	Internal Audit	£336.00
06/12/2025	Cllr E O'Neill (Chair)	Chairs allowance	£125.00
07/12/2025	Safelincs	Defibrillator Battery	£352.00
08/12/2025	Dave Warden (MCS Groundcare S/S)	Annual Hedge Cut	£858.00
			£2,871.96
CHEQUES			
103970	Sue Grant (Staff 1)	Outgoing Clerk Salary & Exp	£1,172.30
103971	Eleanor Parfitt (Staff 4)	Incoming Clerk Salary & Exp	£383.32
		Sub Total	£1,555.62
		Grand Total	£4,427.58
Date			
05/11/2025	Currys	Office Equipment (Mouse)	£9.99
12/11/2025	Class Labels LTD (Labels 4U)	Labels for postage	£8.75
12/11/2025	Amazon EU Sarl	Xmas Light Bulbs	£24.98
13/11/2025	Home Bargains	Envelopes (for In Touch)	£1.58
13/11/2025	Asda	Postage (for In Touch)	£20.88
26/11/2025	HSBC	Bank Charges	£1.20
28/11/2025	Focus Group	Office Phone	£43.68
		Total	£111.06
Balances			
Reconciled			
28/11/2025	Receipts from 01/04/2025	£61,984.62	
28/11/2025	Payments from 01/04/2025	£48,262.36	
	Surplus/Deficit=	£13,722.26	
	Less Unpresented payments excl DD's	£4,427.58	
	Receipts/Payments	£9,294.68	
Balances			
28/11/2025	Deposit Account	£52,657.01	
28/11/2025	Community Account	£22,498.06	
	Total	£75,155.07	
	Less unpresented payments	£70,727.49	