

**Present:**

Councillors: Anne Palmer, Kevin Fortune, Eileen Rogerson, Phil Lawless, Nicky Brown, Kevin Robson.

4 members of the public

All councillors completed their acceptance of office paperwork prior to the commencement of the meeting, following the uncontested elections.

**01/05/2025 To elect the Chairman for the year 2025/26**

Cllr Lawless proposed Anne Palmer, seconded by Cllr Fortune. Accepted by Cllr Palmer.

**02/05/2025 To receive, and approve if appropriate, apologies for absence and reasons given**

None given

**03/05/2025 To elect the Vice Chairman for the year 2025/26**

Cllr Rogerson proposed Kevin Fortune, seconded by Cllr Palmer. Accepted by Cllr Fortune.

**04/05/2025 Declarations of Acceptance of Office – to acknowledge the declarations of acceptance of office received following the uncontested election and consider any dispensations for those Councillors not in attendance or able to complete their declaration**

Completed by Councillors & Proper Officer (clerk)

**05/05/2025 To receive declarations of interests**

*Members are reminded to declare any interest in any item on the agenda, now or at any time during the meeting.*

None given

**06/05/2025 To approve the minutes of previous meeting held 5 March 2025.**

Approved and signed by Chair

**07/05/2025 To receive comments/ queries from members of the public with regard to items on the agenda**

None

**08/05/2025 Parish Clerk's report**

- Adapt bus update. Ray Wind Fund has worked with Adapt NE to alter a current route to collect from Kirkwhelpington once a fortnight. Once further information is confirmed, new timetables and booking details will be published on the PC website and noticeboards in the village.
- Outstanding repairs: steps to play area – contacted contractor for quote, but nothing received.  
parish notice board – 2 people contacted, so will hopefully get temporary repair. Possibly larger board needed – clerk to get quotes for next meeting.
- Fix my street reports:

Item reported	Outcome
Loose kerbstone outside Memorial Hall	FIXED
Street lights not working	FIXED
Worn markings at Kirkharle junction	No action – to be chased

- Conveyance to memorial hall – no contact has been made by the solicitor. Clerk will continue to try and make contact to check on timescales and any further information needed.
- Update from Police:

The update for your ward from 28/04/25 is:

12/03/25 - near Little Bavington on the B6342 report of a suspicious vehicle containing males shining lights into fields. No offences disclosed, poaching warning letter sent to vehicle keeper

12/04/25 - A696 near Knowsgate, report of a car/motorbike 'meet'. No offences reported.

13/04/25 - Sweethope Lough, report of a suspicious vehicle containing four males taking photos and being aggressive. No offences.

- Website Accessibility training – clerk attended this training with SLCC (Society of Local Council Clerks) which was very informative. The clerk will be working through improvements to make the website more accessible and compliant.

#### 09/05/2025 **Exclusion of the public**

No items

#### 10/05/2025 **Planning**

*To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. [Town and Country Planning Act 1990, Sched. 7, para.8]*

Reference	Detail	Status
25/00173/LBC	Erection of greenhouse in vegetable garden, Kirkharle Hall	WITHDRAWN
25/00172/FUL	Erection of greenhouse in vegetable garden, Kirkharle Hall	GRANTED
25/00846/AGTRES	Prior Approval for change of use, Horncastle Farm, Kirkwhelpington	REFUSED

#### 11/05/2025 **Items for Consideration and Decision**

##### a) Community survey update

Working group has completed a final version, which has been tested by a couple of Councillors. Clerk has created a paper copy for parishioners to collect and complete. Chair to include a piece in the next edition of The Chimes to advise how the survey can be completed. The survey will run from the beginning of June to the end of July. At the next meeting the Council can assess how many responses have been received and plan for how to analyse the responses. Collection points for paper copies should include: Kirkwhelpington Post Office, Brown's Larder at Kirkharle Courtyard and the churches in Kirkharle and Kirkwhelpington. It was suggested a telephone number for people to call who weren't able to get out to collect a copy should be available and the Chair offered her number to be included. The surveys should also be available at community activities in the Memorial Hall (e.g. Last Saturday Coffee Mornings).

Actions:

Clerk to finalise paper copy and print through community printer

Working group to finalise online version to correspond with paper copy

Chair to write article for The Chimes

b) Bench maintenance plan

Clerk suggested the need for a maintenance place for benches the Council are responsible for. This would record the location of any benches, purchase date and any repair/ remedial work carried out. This should help to care for the existing benches and advise the Council of when any replacement benches may be needed. Cllrs Lawless & Fortune will work together on the initial plan and report at the next meeting.

12/05/2025 **Items for Information Only**

a. Correspondence

- i. Safety of lithium-ion batteries campaign (Ron Bailey Email)  
Councillors agreed with the need for more regulation in regard to this subject and are happy to support this petition.
- ii. RoSPA play area inspection to be carried out in June  
Check all issues mentioned on previous report have been actioned
- iii. St Oswald's Way interpretation  
Representative attended the Annual Assembly. Council will await further contact from them in terms of information needed/ costs involved.  
Suggested the Ray Wind Fund could be asked for proportion of cost for the Kirkwhelpington panel, as others are likely to be geographically outside of their funding area.
- iv. Request for marquee on green – 19 July 2025.  
No objections to this. Cllr Rogerson will notify residents on the green.
- v. Parochial Church Council request for funding  
This will be decided at the next Parish Council meeting LGA update for grounds of giving money. Previously the PC have given £250-£300.  
Clerk to circulate email.

b. Items for Information

Ray Wind Fund update – currently hosting bimonthly meetings, as the majority of funding has been allocated. A new trustee from the parish has joined the board. A piece of work is being carried out to ensure funds are being split evenly between the eligible communities.

B4RN update – sign up rate has slowed, so need to encourage any who are interested to sign up to help release more funding. The project helps to get more reliable broadband to outlying farms and areas further from the exchanges. Clerk to suggest to B4RN about including a descriptive piece in the Chimes to help residents realise the benefits.

Climate change toolkit – no current projects.

c. Items to be included in next agenda

Review of standing orders  
Confirmation of internal auditor appointment  
Community champion award  
Parochial Church Council request for funding  
Bench maintenance plan  
Review community survey  
Consider complaints procedure  
Clarify how parishioners raise issues and how council will respond  
Noticeboard purchase.

13/05/2025 Finance

a. Account Balances – *To receive a report detailing account balances*

As of 07/05/25 = £16,899.24

b. AGAR forms completion

- Internal Audit - To receive and review the report from the Internal Auditor. **Received and noted.**
- Annual Governance Statement - to consider the questions and respond accordingly Accounting Statements - to consider and agree the accounting statement figures. **Received and signed.**
- Electors' Rights – to note the dates for the Notice of Public Rights, 3 June – 14 July 2025. **Noted.**
- Statement of Variance – to consider the draft Statement of Variance. **Noted & accepted.**

c. Insurance Renewal – to consider and agree the renewal for 2025/26.

Councillors have decided to move to Zurich insurance, whose policy seems to give better cover, for less money. Clerk to make the change.

d. Accounts for Payment – To review and approve items of expenditure, including those received before the meeting. **All approved for payment.**

Date	Description	Amount
Mar-Apr	Clerk wages	£379.60 inc. HMRC £75.80
Mar-Apr	Robson & Cowan fuel & parts	£132.13
11 April	Internal auditor payment	£95
May	Memorial Hall toilet grant	£350
1 April	NALC subscription	£110.90
Mid June	ICO payment	£52 (Direct Debit)

14/05/2025 **Date & time of next meeting.**

Tuesday 1 July, 7:30pm