

## **MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 17<sup>TH</sup> JUNE 2025 AT 7.00PM AT THE COUNCIL OFFICE.**

### **Public Forum**

Two members of the public present, one of whom addressed the Council on item 14 on the agenda. She explained in more detail how the Scouts were proposing to raise money to support the Poacher International Jamboree event 1<sup>st</sup>-8<sup>th</sup> August 2026 in Lincoln. The support of the Council would be appreciated in supporting the fund-raising events. The Council thanked her for addressing the Council and commended her on how well the presentation went.

### **In Attendance**

Chairman Councillor Richard Brown, John Sanderson, Rod Williams, Chris Watts, Keith Scarborough, Shirley Elphick and Roger Etches

### **Also present:**

Karen Handley, Assistant Clerk

### **FC/1/06/25 Opening comments from the Chair**

The chairman welcomed everyone to the meeting and apologised for the confusion over the procedure to co-opt Councillors at the last meeting.

### **FC/2/06/25 Apologies for absence with reason given**

Apologies from Councillor Eborall and Gammage were noted.

### **FC/3/06/25 To consider candidate for co-option and resolve action**

It was proposed, and seconded, to unanimously co-opt candidate Marcus Williams as a parish councillor.

### **FC/4/06/25 Declaration of Members' interests in accordance with the Localism Act 2011**

(Disclosure by all members present of disclosable pecuniary interests in matters on the agenda that have not already been declared on their Declarations of Interests form or put in writing to the Monitoring Officer at East Lindsey District Council)  
None

### **FC/5/06/25 To consider requests from members for a dispensation on any items on the agenda (In accordance with the Localism Act 2011 the Parish Council has the authority to grant any members present a dispensation on their disclosable pecuniary interest so that they may take place in the debate and vote)**

None

### **FC/6/06/25 To receive the draft notes from the Full Council Meeting Tuesday 20<sup>th</sup> May 2025 to be approved as the minutes**

It was proposed, seconded, and unanimously resolved to accept the notes as the minutes.

### **FC/7/06/25 To receive a report from Lincolnshire County Council & East Lindsey District Council**

No representatives from either Council were present.

**FC/8/06/25 To review Standing Orders and amend where necessary**

Due to an update to the Procurement Act 2023 and 2024 an amendment is needed but the Council proposed, seconded and unanimously agreed to adopt the Standing Orders with this amendment made.

**FC/9/06/2025 To review Financial Regulations and amend where necessary**

The Council proposed, seconded and unanimously agreed to provisionally adopt the new LALC Financial Regulations with any point specific to WSPC from the old regulations being added to this policy by the assistant clerk. This will be on the agenda for the next meeting for Council to formally adopt.

**FC/10/06/2025 To review the LALC co-option policy and discuss adopting for WSPC**

The Council reviewed the above policy but felt that it needed to be more specific. Councillor Watts volunteered to review other co-option policies and produce a co-option policy for discussion at the next meeting.

**FC/11/06/2025 To approve automated, retrospective, and future payments to be made**

- a) It was proposed, seconded, and unanimously resolved to approve the payments listed below.

Person/Company to be paid	Invoice No.	Details	Amount £
Information Commissioner's Office	2526/042	Renewal of Data Protection	47.00
Wave	2526/043	Office Water	65.58
Paul McFahn	2526/044	Office Window Cleaning	16.00
Wave	2526/045	Royal Square Water	Cr 0.93
Taxing Times	2526/046	Internal Audit	120.00
AGI Landscape and Garden Design	2526/047	Design works and first stage general presentation plans Royal Square	2,000.00
Pink Marigold Cleaning	2526/048	Office Cleaning	120.00
Welton Garden Services Ltd	2526/049	Cemetery Maintenance/Village Maintenance	4620.00
Stephen Long	2526/050	Gardening contract	119.50
TalkTalk	2526/051	Broadband and phone	100.94
J Ward/T Gibbons	2526/052	Royal Square Contract	1060.00
Tony Gibbons	2526/053	Village Maintenance/Cemetery	198.00
YU Energy	2526/054	Office electricity	46.62
Yu Energy	2526/055	Royal Square electricity	24.44
Viking	2526/056	Safety Signs	31.15
British Gas	2526/057	ATM electricity	21.15
Karen Handley	2526/058	Mileage Claim-Internal Audit	32.40
K Handley/HMC/LCC Pensions	2526/059	Staff Costs	1019.34
EDF	2526/060	Office Gas	70.73
Business Waste	2526/061	Office Wheelie Bin	24.57
Payroo	2526/062	Payroll software	6.00

**b) To note the bank reconciliation**

The bank reconciliation of £89,769.44 as of 29/05/2025 was noted.

**FC/12/06/25 To note the internal auditor's comments on the AGAR**

The Chairman informed the meeting that no issues had been raised.

**FC/13/06/25**

**a) To consider and approve the Annual Governance Statement 2024-2025**

It was proposed, seconded and unanimously agreed to approve the Annual Governance Statement

**b) To consider and approve the Accounting Statement 2024-2025**

It was proposed, seconded and unanimously agreed to approve the Annual Governance Statement

**c) To note the dates for the Exercise of Public Rights**

These were noted by the Council.

**FC/14/06/25 To consider a request from 1<sup>st</sup> Woodhall Scouts for support with fundraising activity in Woodhall Spa**

It was proposed, seconded and unanimously agreed to support the fundraising efforts of the scouts to facilitate their attendance at the International Jamboree event in 2026.

**FC/15/06/25 To receive a report on the progress of grant applications for Royal Square and resolve further action to be taken.**

Two grants have been applied for; the Councillor Grant for £2,000 and the ELDC GRASSroots funding for £24,999. Thanks were given to Cllr Watts and Etches for their work on the GRASSroots funding application.

A meeting will be arranged to discuss next steps as more precise costings will be needed to apply for Heritage Lottery funding.

**FC/16/06/25 To note the incident in Royal Square and action taken**

A Parishioner reported that his wife had tripped over raised slabs at the Station Road entrance to Royal Square. This has been repaired by the Council. A question has been raised regarding the precise details of the asset transfer from ELDC. Assistant Clerk was asked to look over the documents to find this information.

**FC/17/06/25 To agree the date for interview for potential applicants for the vacant Clerk position and agree an interview panel**

It was proposed, seconded and unanimously agreed that the Chair, Vice Chair and assistant Clerk should be on the interview panel. The date will be agreed when the Council has a list of applicants.

**FC/18/06/2025 To consider the complaints received regarding the parking of advertising vehicles in the village and resolve action**

After discussion the Council agreed that as the vehicles were parked legally there was little action the Council could take.

## **FC/19/06/25 Planning matters**

**02308/25/FUL** Extension and alterations to existing dwelling to provide additional living accommodation

Location: Crossways Cottage, Sandy Lane, Woodhall Spa, Lincolnshire LN10 6UR  
It was proposed, seconded and unanimously agreed to support this application

**02280/25/LBA** Listed Building Consent-Conversion of and alterations to existing outbuildings and existing dwelling to provide guest accommodation.

Location: Old Abbey Farm, Abbey Lane, Kirkstead, Lincolnshire, LN10 6UH  
It was proposed, seconded and unanimously agreed to support this application

**02318/25/FUL** Erection of a dwelling and alterations to existing vehicular access  
Location: Land rear of 24, Horncastle Road, Woodhall Spa, Lincolnshire, LN10 6UZ  
It was proposed, seconded and unanimously agreed to support this application. The Council did wish to highlight the increasing pressure being put on the sewage system as a result of the increased development along Horncastle Road.

**02279/25/FUL** Conversion of and alterations to existing outbuildings and change of use of existing dwelling, which is a listed building, to provide guest accommodation, erection of a sauna building, construction of 3no. plunge pools and the installation of 1no.hot tub.

Location: Old Abbey Farm, Abbey Lane, Kirkstead, Lincolnshire, LN10 6UH  
It was proposed, seconded and unanimously agreed to support this application

## **Full Planning**

**The following were noted by the Council.**

**S/170/01268/24** Section 73 application to vary condition no.3 (renewable technology scheme), condition no.4 (learning outcomes), condition no.5 (materials), condition no.6 (windows), condition no.7 (doors) and condition no.13 (ecological enhancement scheme) as previously imposed on planning permission reference S/170/00123/22 for the erection of 1no dwelling.

Location: Woodland Manor, Sandy Lane, Woodhall Spa, LN10 6UR

**S/215/00146/25** Erection of a white dome structure for leisure, health and well-being activities

Location: Jubilee Park, Stixwould Road, Woodhall Spa, LN10 6QH

**FC/20/06/25 To confirm the date of the July Full Council meeting as the 15<sup>th</sup>**

The date was confirmed.

Meeting closed at 8.34 p.m.