

DRAFT MINUTES: CORBY GLEN PARISH COUNCIL

Draft Minutes of the meeting held on Wed Dec 10th 2025 at 6.00pm in the Ron Dawson Memorial Hall, Corby Glen.

Present: Cllrs Walsingham (Chair), Baker, Ellam, Mardling Shepperson & Waumsley.

In attendance: 4 residents, Cllr Hill, Mrs S Woodman (Parish Clerk)

Open Forum:

Concerns were raised over the recent flooding of the A151 causing the road under the railway bridge to be closed for 3 days. During the discussion, concerns were raised over Tanners Lane & Irnham Road. Cllr Walsingham advised that the council were in discussions with LCC and a long-term solution was being explored.

The position regarding the application for S106 funds voted on in the July meeting to replace the noticeboard on the grassed area next to The Fighting Cocks was queried. Cllr Walsingham advised that quotes were being obtained to install the new board and requested this was added as an item to the January meeting.

Concerns were raised that Item 13 on the agenda appeared to cover 3 separate topics under one heading. This was noted by the Council and taken onboard.

It was queried why the precept needs to be raised. It was advised that this was an agenda item in the meeting.

Concerns were expressed about contractors' vehicles driving over the Green to access the building plot. This has resulted in damage being caused to the surface. Cllr Baker advised that some of the damage was caused when a dumper truck was stolen. Concern was also raised that contractors had also cut branches on trees maintained by the Parish Council without obtaining permission.

Leaves are blocking drains around the village. Clerk to request SKDC arrange a road sweeper a blocked drains to be added to Fix My Street for LCC to arrange for clearing.

Because notice of the revised time / location of the meeting had not been posted in a timely manner, the meeting was not legally constituted. No decisions would therefore be officially taken, but preparatory discussions and indicative decisions noted – to be ratified at the next meeting. Cllr Mardling agreed to be at the Willoughby Gallery at the published time, just in case any residents attended.

1. **Apologies for absence:** Cllrs Green, Harty & Harwood. Reasons given & accepted.
2. **District and County Councillors' Reports:** Cllr Hill reported that the problem with the drains on Tanners Lane is scheduled to be investigated and resolved. Complaints have been received regarding a van frequently parked on Swinstead Road and partially blocking the footpath, preventing wheelchair access. He advised that this had been passed to the police for enforcement. Cllr Hill also update on the local government reorganisation. He believes the timetable is optimistic and thus is likely to be deferred. Several Parish Cllrs had attended the related SKDC meeting.
3. The **Draft Minutes** of the meeting held on Wed Nov 12th, 2025 were approved indicatively by a majority (5 for, 1 abstention).
4. **Councillors' Declarations of Interest:** The proximity of Cllr Mardling's property to the plot under development adjacent the Green was noted.
5. **Review of Action Log:**
All items are in hand.
6. **Clerk's & Chairman's reports on matters outstanding:**

01 Neighbourhood Planning, Local Plan & Conservation area – update: The chairman read out an update. Cllr Ellam is now involved in the Neighbourhood Planning group. It was noted that SKDC's Design Code has been published online and is open for public consultation. All residents are encouraged to make comment ahead of the closing date of January 2nd, 2026.

02 S106 Funds: Positioning a new noticeboard was discussed. Cllr Shepperson is to provide Cllr Baker with contact details of a signage company he's used previously to obtain a quotation to install.

03 Issues associated with the new housing estates – sewerage issues: Responsibilities and enforcement were discussed. Cllr Shepperson and Walsingham are to liaise with Cllr Robins to arrange a meeting date with the SKDC Planning Officer in January.

04 Highways feedback: Dealt with in Open Forum.

7. Matter to be resolved:

05 Agree appropriate action to resolve email issues: Options were discussed. Indicative decision: Implement recommended solution for 12 months, monitor, whilst investigating other options.

06 Consider action regarding new bus stops on Swinstead / Bourne Road re new houses: No response to emails sent to Call Connect. Cllr Ellam to contact again.

07 Update on Christmas Matters: Christmas Lights in place. The council taken Cllr Shepperson and passed on thanks to a resident for his help in installation. It was requested that the Clerk is to send a written thank you. The council

will contribute to the resident for the cost of the electricity as previous years. Clerk to speak with the resident to understand how the donation is to be made.

08 Approve Draft Budget and agree amount of precept application: Discussed further between Cllrs Ellam & Shepperson. The surplus this year was largely achieved because most of the capital spend being paid for by the S106 money. The council debated items 18 & 19 before returning to this topic. Indicative decision: Accept the budget and apply for a precept of £20,800.

09 Consider the implications of the new audit regulations, Assertion 10 & agree action: It is believed that the Cllrs current email addresses are compliant; as the council owns no IT equipment itself, only a simple IT policy is needed in order to complete compliance. Clerk to explore if Cllrs are required to undertake training.

8. Reports from:

Planning: to consider planning applications received prior to & after publication of the agenda:

S25/1896: M Sanderson, Wheatsheaf Barn, Change of use: No comment

S25/0567: Development, Irnham Rd, (Appeal) No further comments

S25/2274: Sawmill, Reserved Condition (Operational Management Plan): No comment

Greens Working Group:

10 Playground Equipment Maintenance:

- An indicative agreement was reached to take out the Sovereign scheme @ £399 for 5 years. This delivers 2 inspections a year, with recommendations for remedial action if required. Our current organisation provides 1 inspection per year @£100 per inspection.
- Cllr Shepperson reported that some of the railing around the war memorial are broken and have been removed for safety. Cllr Waumsley agreed to investigate.
- The toddler swing is planned to be removed this weekend to remove a potential hazard. Replacements can be purchased online with the cheapest being around £130. Cllr Shepperson to obtain three options for the Council to agree on in January.

9. Payments and Accounts

(i) Bank balances – monthly update set out below.

(ii) Invoices for payment – Councillors signed payments as set out in schedule below.

Opening Bank balance from 1st October 2025	£5,050.11
Income received on bank statement 1 Oct – 31 Oct 2025:	
Community Cleaner Grant	£463.32
VAT Refund	£325.67
Transferred from Reserve Account	£5,000.00
Invoices cleared on bank statement 1 Oct – 31 Oct & 1 Nov – 30 Nov 2025	
S. Woodman – clerk's wages	£311.78
S. Woodman – clerk's expenses	£26.00
HMRC – clerk's PAYE	£78.00
CDPC – Community cleaner	£196.28
M Sanderson – Web site maintenance	£60.00
S. Woodman – clerk's wages (incl back pay)	£401.31
S. Woodman – clerk's expenses	£26.00
HMRC – clerk's PAYE	£100.40
CDPC – Community cleaner	£196.28
M Sanderson – Web site maintenance	£60.00
Malc Firth – Grass Cutting	£273.40
Mrs Woodman – Stationery	£17.45
LALC – non-ATS training	£42.00
Cllr Walsingham - Tinsel	£30.58
Closing Bank Balance 30th November 2025	£9,019.62
Payments to be authorised/cleared: 1 Nov – 30 Nov 2025 & 1 Dec – 31 Dec 2025	
S. Woodman – clerk's wages	£321.82
S. Woodman – clerk's expenses	£26.00
HMRC – clerk's PAYE	£80.40
CDPC – Community cleaner	£196.28
M Sanderson – Web site maintenance	£60.00
Malc Firth – Grass Cutting	£273.40
Mrs Woodman – Stationery	£2.50
Malc Firth – Grass Cutting	£273.40

Predicted remaining NatWest bank balance on 31st December 2025 (excluding all Funds)	£7,785.86 £7,637.80
<u>Reserve Account</u> Previous Balance Transferred in this period Transferred out this period Interest Current Balance	£20,113.25 £0.00 £5,000.00 <u>£179.31</u> £15,292.56
<u>Phone Box Area Fund (NISA)</u> Donation received + VAT Refunds Previous costs New costs Remaining:	£791.79 £643.73 <u>£0.00</u> £148.06

10. Matters to be further discussed at the meeting:

11 RDMH meeting space costs: £15 / hour. Will be invoiced.

12 Consider Custodianship of PC assets & The Green / play area: Deferred

13 Agree membership of Greens Working Group [WG] / CG Community Group – Laxton Lane, consider actions needed: Greens WG: currently Cllrs Shepperson, Harwood & Harty. Cllrs Ellam & Waumsley have also supported. Discuss further at next meeting

Laxtons Lane (~~CG Community Group~~): This is a main thoroughfare and as such, needs tidying up now hedge removed. It was requested that concerns are added to Fix My Street as this is LCC responsibility.

Concern about the state of the Green after contractors drove across. Clerk to ask opinion of the tree inspector as to damage to tree roots / state of tree cut back by contractors. Cllr Baker to check with contractors. When all information available, clerk to draft letter re-iterating no access for vehicles across the Green / damage to surface / damage to tree (tree preservation in conservation area). Further information about new development to be investigated

14 Agree dates & responsibilities for removal of poppies / wreaths: Cllr Walsingham will remove the wreaths; those who put poppies up to remove before Christmas.

15 Agree membership of staffing Committee: Deferred

16 Approve updated Risk Assessment: Cllr Ellam requested feedback from ALL Cllrs. Approve at next meeting.

17 Approve Flag Policy: Notice period to be amended. Cllr Shepperson to update and circulate prior to the January meeting so a vote on adoption can take place.

18 Consider community cleaner arrangements: Cost will increase next year because of the increase in the minimum wage. Represents over 20% of the councils spend. Options were discussed. As the village grows, it is important that the council remains professional in its arrangements. Indicative decision: Continue for another year and consider options for the future.

19 Consider IT maintenance arrangements: Cllr Shepperson queried whether the current arrangements constitute value for money. Other Cllrs pointed out that they believe it is actually a very reasonable price to pay for a professional IT service. Indicative decision: Continue for another year and consider options for the future.

20 Consider a donation to the East Midlands Ambulance Service for the First Aid training and to the Community Group for the hire of the Church Street Rooms. The costs were £22 (Hall hire) & £50 training, so if the council pays half that totals £36. To be added to January agenda for approval.

21 Agree location of bin for storage of sandbags - Deferred

11. Next meeting:

The next regular meeting will take place on **Wed January 14th 2026 at 7.30pm in the Willoughby Memorial Gallery**
Meeting closed at 7.46 pm.

Mrs. Sue Woodman – Parish Clerk

Action Log 10th Dec 2025 – TO BE UPDATED PRIOR TO NEXT MEETING going forward.

Ref	Action	Responsibility	Date by
O/F	Bend Signage: Investigate the possibility of chevrons / barriers; chase again	Cllr Walsingham	14/1/26

Ref	Action	Responsibility	Date by
	Chase any Highways & Anglian Water outstanding issues (Brown signs, edge markers on Green ...) 12/11: Waiting on Rowan and AW, bridge flooding and High St issues add – associated items below marked with * are included		
O/F	Hedge Cuttings in ditch: Check land ownership / possible actions*	Cllr Hill	14/1/26
O/F	Bus stops / Location of school bus pick up: Contact Delaine to investigate alternative site and report back	Cllr Ellam	14/1/26
23/02/05	Leaflet with map of village with street names: Provide draft for discussion at next meeting (JA look) 12/11: Chair explained that intention is for A4 centrefold map	Cllr Shepperson Cllr Walsingham	14/1/26
24/12/04	S106 Funds: Provide clerk with all quotes and installation costs Apply for S106 funds for a recycled plastic noticeboard Add to January Agenda Seek 3 renewed quotes to fix the village pump; Seek listed building consent (pump) when quotes available. Add to Jan Agenda	Cllr Baker Clerk Cllr Baker Clerk	14/1/26 14/1/26
24/12/16	Parking on the Green: Consider appropriate signage	Cllr Walsingham	14/1/26
25/01/22	Sandbags: Agree preferred location // Review situation Seek permission from Highways to locate bin/s on verge	All	14/1/26
25/02/18	Location / emptying of rubbish bins: Order and install on Swinstead Road Obtain confirmation that SKDC will empty the bin with it being on private property	Cllr Shepperson Clerk	14/1/26 14/1/26
25/03/06	Trees: Check map used to determine which trees are to be inspected and add the new trees before the next inspection Follow up situation re care for trees on Allison Homes development	Cllr Walsingham Cllr Green	14/1/26 asap
25/03/21	Review of council policies: Review 'old' policies; if no change, record date reviewed. Publish on web site	All Cllrs Clerk	ongoing
25/05/14	Playground: Chase Wicksteed or alternative supplier for a quote to replace the ground covering under the rocking horse /Investigate replacing seat on 'rocking dog' / Review situation	All	14/1/26
25/05/17	Signage: Facilitate signage ideas by local businesses, chasing quotations for reflective overlays. Liaise with Cllr Baker with view to meeting stakeholders.	Cllr Walsingham Cllr Baker	14/1/26
25/06/04	Sewerage issues – report back	Cllr Robins / Cllr Shepperson / Cllr Walsingham	Ongoing, 14/1/26
25/09/20	Flags: Amend flag policy as agreed	Cllrs Shepperson	14/1/26
25/11/07	Playground: Remove cradle from toddler Swing Obtain quotes for new cradle; making good the paintwork; Rocking Horse; seat on rocking dog; timber on the climbing frame, the ropes (exposed metal); replace balance trail wooden post with composite	Cllr Shepperson Cllr Shepperson	asap 14/1/26
25/11/09	Assertion 10: Follow up / IT policy Consider Clerk to investigate if councillors are required to undertake training	Clerk All Clerk	14/1/26 14/1/26 14/1/26
25/11/10	Poppies: Purchase if not done so	Cllr Shepperson	14/1/26
25/11/11	Planning – Battery Storage: Comment	Cllr Walsingham	14/1/26
25/12/06	Bus Stop – new houses: Contact Delaine again	Cllr Ellam	14/1/26
25/12/07	Christmas Matters: Thanks to resident for his help in installation Notify resident providing the electricity of donation	Clerk Clerk	asap asap
25/12/09	Assertion 10: IT Policy	Clerk / Cllr Ellam	14/1/26
25/12/10	War Memorial Railings: Check if covered by listing Investigate damage	Clerk Cllr Waumsley	Asap ASAP
25/12/13	The Green – damage: Obtain an opinion from tree specialist Consult contractors Draft letter	Clerk Cllr Baker Clerk	asap asap

<i>Ref</i>	<i>Action</i>	<i>Responsibility</i>	<i>Date by</i>
25/12 14	Poppies / wreath: Remove	Various	asap
25/12/15	Risk Assessment: Review & feedback	All	asap