MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 18TH AUGUST 2026 AT 7.00PM AT THE COUNCIL OFFICE.

In Attendance Chair Roger Etches, Chris Watts, Andy Reynolds, Rod Williams, Keith Scarborough, Ian Hunt, Marcus Williams, David Charles, Patirica Bradwell, Mark Cooke, Angela Raven and Linda Wood-Mitchell

Remote participation- None

Also present:
Karen Handley, Parish Clerk
LCC Cllr Natalie Oliver
ELDC Tom Kemp

Public Forum
Five members of public were present. One member addressed the Remembrance Day Parade and road closure timings on the morning of Sunday 8th November. This year the impact on the business will not be significant but the one-way system does need to be considered for next year as it will make access for businesses more difficult.

FC/1/08/26 Comments from the Chair
The Chair addressed the attendance question raised at the previous meeting. The minutes will show In Attendance and separately, remote participation. The minutes will also record those councillors who fail to send apologies.

FC/2/08/26 Apologies for absence with reason given
ELDC-Cllr Craig Leyland sent his apologies due to work commitments.

FC/3/08/26 To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensation
Cllr Cooke declared an interest in item 10 on the agenda as did Cllr M Williams.
No requests had been made for a dispensation

FC/4/08/26 Notes of the last meeting held on Tuesday 21st July 2026 to be approved as the minutes
It was proposed, seconded, and unanimously **resolved** to accept the notes as the minutes. These were duly signed by the Chair.

FC/05/08/26 To receive a report from Lincolnshire County Council & East Lindsey District Council
LCC- Cllr Oliver reiterated to the Council that she had funds (£3,000) which Parish Councils could apply for.
Highway issues-Witham Road and removal of some of the yellow lines went to Committee in July so work should start relatively soon but no definite start date.
Reminder of the Lloyds Tour of Britain 3rd September which will be coming through Woodhall.

ELDC- Cllr Tom Kemp reminded the Council that Elif funding would be available. Due to Local Government Reform his advice was to use the money as there was no guarantee it would be available in future. Individual Councillor Grants were still available.

FC/06/08/26 To receive a report from Cllr Williams as parish council representative on the Heritage Committee.
No report received.

FC/07/08/26 To approve automated, retrospective, and future payments to be made

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

Person/Company to be paid	**Invoice No.**	**Details**	**Amount £**
TalkTalk	2627/096	Office phone and broadband	39.53
Wave	2627/097	Royal square Gardens Water	0.87
Norton	2627/098	Enhanced Virus protection	26.22
Business waste	2627/099	Office waste	15.13
YU Energy	2627/100	Royal Square electricity	37.50
YU Energy	2627/101	Office Electricity	47.34
Business waste	2627/102	Office waste	14.29
Wave	2627/103	Office water	54.62
British Gas	2627/104	ATM Electricity	26.76
Pink Marigold Cleaners	2627/105	Office Cleaning	120.00
LALC	2627/106	Clerk training AI Breakthrough Communications	96.00
Badgemaster	2627/107	Community Champion sample badge	147.54
Payroo	2627/108	Payroll services	6.00
EDF	2627/109	Office Gas	14.09
J Ward/T Gibbons	2627/110	Royal Square Contract	1060.00
Welton Garden Services	2627/111	Cemetery maintenance/footpaths trimmed	1140.00
Stephen Long	2627/112	Maintenance contract	610.00
TalkTalk	2627/113	Office broadband and phone	39.53
K Handley/HMRC/LCC Pension	2627/114	Staff Costs	1751.83

b) **To note the bank reconciliation**
Co-op current account of £103,061.62 as of 31/07/2026 was noted.
Co-op 35 day account of £15,420.70 as of 30/06/2026 was noted.
Co-op 95 day account of £38,704.63 as of 30/06/2026 was noted.

FC/08/08/26 To consider quotes received for Village Planting Contract and Leaf Collection Contract.
Village Planting Contract-Only one quote had been received from our present contractor who had increased his monthly fee. This would remain the same over the term of the contract 1st October 2026-30th September 2029.
It was proposed, seconded and **resolved** to accept this quote and appoint our present contractor for a further three-year contract.

Leaf Collection Contract-Only one quote had been received which was our present contractor and again, the cost would remain the same over the term of the contract 1st October 2026- 30th September 2029.
It was proposed, seconded and **resolved** to accept this quote and appoint our present contractor for a further three-year contract.

FC/09/08/26 To consider a community grant application received from Woodhall Spa Cricket Club
The amount asked for was £1812 which was above the amount of £1500 the Council awards. After discussion it was proposed that £1500 be awarded. A vote was taken and it was seconded and resolved to award the cricket club £1500.

FC/10/08/26 To consider the three expressions of interest for the Rally Field lease form March 2027 and to move to award the lease to one of the interested parties
The Chair explained that this item was not going to be discussed and it would be moved to the October meeting. The Council were going to publicise that the Rally Field lease ends in February 2027 on the website and Parish Council Facebook page and therefore they were asking for initial expressions of interest from any group who may wish to consider taking on the lease. The deadline for initial expressions of interest is 9th September 2026. Criteria will then be sent to interested parties for return by the 23rd September 2026.

FC/11/08/26 To consider and resolve action on the following policies:

- Community Grant Policy
- Volunteer Policy
- Publication Policy
- Data Protection Policy

The Chair explained that due to the number of policies this would be better discussed by a working party comprised of himself, Cllr Wood-Mitchell, Cllr Charles, Cllr Watts to discuss the above policies. This was proposed, seconded and **resolved**. Cllr Wood-Mitchell did make the comment that she felt that a councillor who had taken the time and effort to look at policies should be able to present their ideas in Full Council.

FC/12/08/26 To consider arrangements for the Remembrance Parade on Sunday 8th November 2026
Recruitment of Volunteers/training
The Clerk explained that the next Wapentake article has included an article asking for volunteers. She will contact usual volunteers, but the parade will need approximately 30-35 to help with crowd management and road closures. This will be published on the Council website and Facebook page.
Road Traffic Management
The Clerk had approached SRP who usually help at the event. No response as yet. There is a budget for Road Closures.
Bugler and drummer
The Clerk will confirm attendance by both.
Parade lead (usually provided by RAF Coningsby)

Cllr Etches has approached RAF Coningsby regarding a Parade Lead and he will know by 2nd September as the lead from last year is unavailable.

Purchase of radios for communications

The ex-Chair of the Parish Council, Richard Brown, has offered to loan his radios which have been used in previous years to the Council. They will be in the office 27th October.

Groups to be invited to lay wreaths

As of last year, with the addition of, Coningsby and Woodhall Walking Football and Singing Lounge who have asked to lay a wreath.

Any issues arising from 2025 which need to be considered.

Royal Square needs extra marshals as it was very congested in 2025. Organisation of the Parade around the Village War memorial needs to be better organised.

FC/13/08/26 Cllr Watts to provide an update on NDP progress

The NDP consultation closed on 8th August. From the general survey 355 responses had been received, 33 from Business and 4 from Clubs and Societies. 3,200 leaflets had been distributed with mixed results. The NDP survey had been promoted on the Parish Council website, Facebook page and on Woodhall Spa Facebook sites. Hard copies had been available in the library for those who did not have access to a computer. Cllr Watts, Hunt, Etches and M Williams had all attended Face to Face consultations in the village 4th, 11th July and the 1st August.

Cllr Watts thanked a parishioner for the advice she had given during the process. He informed the Council that the concerns mirrored the other NDP consultations which centred around the village retaining its character and preserving the heritage of the village. Cllr Watts had also produced a separate questionnaire which targeted Community Resilience.

Cllr Watts is in the process of producing version 3 of the NDP. It contains a lot of data and is on track to complete this year. It is not completed as some engagement with ELDC is needed.

FC/14/08/26 To discuss the Community Response Team information prepared by Cllr Watts and resolve further action.

Cllr Watts explained that some Councillors had attended a meeting in Tattershall Village Hall in April which was funded by Defra and was concerned with how towns and villages would build resilience and deal with incidents such as flooding. Cllr Watts bought the Council's attention to the need to consider vulnerable parishioners and how they could be helped if an emergency arose. A network of volunteers would be needed. Cllr Natalie Oliver suggested the best way forward is for the Council to engage with the Lincolnshire Resilience Forum.

It was proposed, seconded and **resolved** to invite the LRF to meet with the Council.

Action: Clerk to email LRF.

FC/15/08/26 To receive an update from the Royal Square Working Group

Cllr Hunt, Scarborough and the Clerk had met to discuss the redevelopment of Royal Square. The focus will be on improving the square rather than a complete redevelopment. Priorities are the walls, lighting of the memorial and tree work. This approach would enable the Council to move forward and apply for funding on specific areas. Cllr Wood-Mitchell asked that seating be considered, in particular a bench which would commemorate those that served.

Request for another bin in Royal Square

This would need to be in keeping with the one already in the Square.
Action: The Clerk will obtain quotes for the next meeting.
Request for funding for bulbs for the lawn in Royal Square
Cllr Charles had circulated prices for the cost of bulbs in Royal Square for £551.70. After discussion, it was proposed, seconded and **resolved** to purchase the bulbs**.** The RAF slope planting was also discussed, and it was decided to ask WSIB to plant the background in purple violas and the wings in gold violas.
FC16/08/26 To consider information received from the contractor regarding tree works required at St Andrew's Closed Cemetery and resolve action.
Due to a couple of incidents involving tree branches, our contractor was asked to look at the trees and identify issues. Ivy was an issue and the boundary with St Andrew's Drive has several large trees which need work.
Action: The Clerk will contact ELDC as it is in the Conservation area and there will be trees with TPO's in the Closed Cemetery.
FC17/08/26 To consider Highway issues raised and response from LCC Highways and to resolve any further action:

- **Speeding along Witham Road**-complaint received from parishioners. The Parish Council had taken action as determined by their powers. Any further action would need to come from Highways.
- **Issue of parked cars at the junction of Turnberry Road and Witham Road** LCC Highways had determined that yellow lines were not needed. When officers had visited, no issues had been raised.
- **Issue of visibility due to tree growth at the corner of Abbey Drive and Witham Road**-complaint from parishioner. Reported on Fix my Street by Clerk and being actioned by LCC Highways.
- **Progress on removal of a section of yellow lines on Witham Road**-Cllr Oliver reported that it had been agreed at committee in July to but no specific date for work to begin could be given.
- **To request a reversal of the one-way system on King George Avenue and that the pedestrian walkway be cleared marked** This would be passed onto LCC Highways.
  It was proposed, seconded and **resolved** that a meeting be arranged with Leila Hardy, LCC Highways to discuss highways issues in Woodhall Spa as this has been found to be a useful and productive exercise.

FC18/08/26 Clerk's correspondence:

- Invitation to attend 50th Anniversary of the Viking Way 5th September-this had been sent to all Councillors to respond to if they wished to attend.
- Information received on the Lloyds Tour of England Bike Race 3rd September 2026- this had been circulated to Councillors

FC19/08/26 To confirm the date of the next Full Council as 18th September 2026
A correction in the date as it is the 15th of September and this was confirmed by all.
Apologies received by Cllr Watts, Cllr Reynolds, Cllr M Williams and Cllr Charles.

Meeting closed 20.31 p.m.

Signed_____ Date_____