

Notes from 15-minute public forum on 10 September 2025

There were 2 members of the public present.

Statements/Questions raised:

- a. Lade Bank Wrangle to Old Leake was reported, the condition of the road is unsafe. It had been reported on Fix My Street, but feedback had been provided. Cllr Arundell will report this to highways
- b. The PCC Grant was discussed, they hadn't been awarded the same as the previous year and have seen a rise in costs in terms of maintenance and upkeep, the Council would discuss this.
- c. Cowbroads Lane was discussed, this is an Agenda item and would be discussed at that point.
- d. Washdyke Park, residents feel hoops or goal posts would be beneficial here.

07:13pm The Public Forum was closed, and the Parish Council Meeting began.

Minutes of the meeting of Old Leake Parish Council held on Wednesday 10th September 2025 at 7:00pm at Old Leake Community Centre.

1/9/25 To receive and accept apologies and approve reasons for absence

Apologies: Cllr Tom Ashton

Present: Cllrs David Dickason, Neil Booley, Guy Bull, Sandra Pickett, Paul Skinner and Sam Wild.

Also Present: Community Member Walter Seekamp, Borough Cllr John Baxter, County Cllr Alistair Arundell and Parish Clerk Rebecca Herberts.

2/9/25 To receive reports from representatives on outside bodies:

- a. Borough Councillors
 - i. Double yellow lines have been installed near to the schools. Cllr Alistair Arundell would contact LCC with regards to enforcement coming down.
 - ii. Hawthorn Road, The Gride and The Hobhole all have repairs scheduled.
 - iii. Commonsides bus stop would be investigated, Cllr Alistair Arundell had donated some slabs, he is due to meet with a resident to discuss further
 - iv. Vicarage Gardens fencing has been passed for BBC to repair.
- b. County Councillor
 - i. Michael Cheyne is pushing for road improvements. Additional pothole repair machines were due to be purchased. This would help with the improvements.

3/9/25 To receive declarations of interest under the Localism Act 2011 and consider any requests for dispensations

There were no declarations of interest

4/9/25 Notes of the Parish Council meeting held on 09 July 2025 to be approved and signed as the minutes

It was resolved that the minutes previously circulated be signed as the minutes.

5/9/25 Clerk's Report

The Clerk had nothing to report.

6/9/25 Chair's announcements and any relevant updates

Following the recruitment process, Rebecca Herberts has been appointed as the Clerk. The Chair thanked Cllrs Paul Skinner and Sam Wild and Community Member Walter Seekamp for conducting the interviews.

7/9/25 To consider applicants for co-opting onto the Parish Council

One application had been received; the applicant was due to be at the meeting but wasn't in attendance. This would be deferred until the next meeting.

8/9/25 Financial matters:

a. Payments to be authorised

Date	Payee/ Creditor	Amount ex VAT	VAT		Total Expenditure
			Reclaimable	Non reclaimable	
10/09/2025	Salaries/HMRC/Ni	£656.63	£0.00	£0.00	£656.63
10/09/2025	August & September Broadband/Postage	£67.81	£0.00	£0.00	£67.81
10/09/2025	September Village Litter Picker	£150.00	£0.00	£0.00	£150.00
10/09/2025	Tony Gibbons - August Grass Cutting	£95.00	£0.00	£0.00	£95.00
10/09/2025	Haines Watts Payroll July & August	£46.00	£9.20	£0.00	£55.20
10/09/2025	Royal British Legion VE 90 Wreath	£30.00	£0.00	£0.00	£30.00
10/09/2025	TA Blackamore 2024 Grass Cutting	£3,222.18	£644.43	£0.00	£3,866.61
10/09/2025	TA Blackamore 2024 Tree & Hedge Maintenance	£2,206.26	£441.25	£0.00	£2,647.51
10/09/2025	The Old Leake News	£14.30	£0.00	£0.00	£14.30
10/09/2025	Sentry Locksmiths - Noticeboard Repair	£103.00	£0.00	£0.00	£103.00
10/09/2025	Paul Skinner Expenses - Play Equipment	£32.94	£0.00	£0.00	£32.94
10/09/2025	Tayplay - Basket Swing Repair	£226.25	£45.25	£0.00	£271.50
10/09/2025	Tayplay - Spinner Nets	£3,160.00	£632.00	£0.00	£3,792.00
10/09/2025	ROSPA Inspection	£232.00	£46.40	£0.00	£278.40
10/09/2025	YMCA Youth Club May - August	£4,246.60	£0.00	£0.00	£4,246.60
10/09/2025	OLCC - Meetings	£42.00	£0.00	£0.00	£42.00
10/09/2025	OLCC - Young Peoples Project August	£252.00	£0.00	£0.00	£252.00
	Totals	£14,782.97	£1,818.53	£0.00	£16,601.50

b. To report balances in the bank

The balances at the bank could not be reported as the Clerk was still not on the bank mandate.

c. To discuss the bank mandate

A signatory was required to call NatWest to discuss this, Cllr Guy Bull would contact them.

9/9/25 Audit for the year ended 31 March 2025

This was still with the External Auditors, Pkf-Littlejohn.

10/9/25 To note CCTV updates & Image requests

There had been one request. Cllr Paul Skinner had checked the CCTV but required some further information.

11/9/25 To receive a report from the Recreational Area Working Group, resolve actions and expenditure for issues raised:

- Washdyke – Play inspection report had been received. Cllr David Dickason thanked Cllr Paul Skinner for all the work he has carried out at Washdyke. It was noted that it looked as though someone had been adjusting equipment and destroying items. It was resolved to investigate a grant to renew the play equipment, with a view to include hoops and football goals. Quotes would be sourced.
- Furlongs – Play inspection report had been received. The witch's hat and basket swing were both now back in place following repair.
- Enos Wood – There were no reports.

12/9/25 Highways Matters:

- Receive issues requiring maintenance/repair – A resident was unhappy with the repairs made to Southfields. Cllr Alistair Arundell would discuss this with highways.
- To receive reactive speed sign data – The Clerk was still trying to source the correct lead to enable the data to be taken from the signs.
- To discuss setting up a Community Speed Watch scheme – The Council are keen to get a Community Speed Watch scheme going in partnership with Wrangle. The Council had tried to set this up 2 years ago but had

been unsuccessful due to volunteer numbers. The Clerk would investigate the training with a view to hold training for volunteers in February/March 2026.

- d. Cowbroads Lane – Following a discussion Cllr Alistair Arundell contacted highways to request passing places be considered that were large enough for HGVs. He also suggested that the highways officer visited the area.

13/9/25 To note an update regarding the young people's service provided by OLPC

It was resolved to go ahead with the renewal of the SLA from YMCA Youth Services Manager.

14/9/25 To note an update regarding Old Main Road MUGA

The Clerk reported that there was still no movement from LCC on the £1400.00 legal costs involved in signing the MUGA over to the Parish Council. Cllr Alistair Arundell would contact LCC and see if these costs could be disregarded.

There had also been an offer of a bench which had been suggested for the MUGA, LCC had agreed this could be sighted here. It was resolved to see if the bench could be stored until the ownership was resolved.

08:14pm 1 member of the public left the meeting

15/9/25 To consider the village maintenance schedule of works to go out to tender

The advertisement had been published in September's Old Leake News; there had been no interest received to the date of the meeting.

16/9/25 To note an update regarding the co-op building

Following discussions, more information was needed with regards to the building. It would be investigated with regards to setting up a separate committee for this project. The Clerk would speak with an Architect to discuss the building. A second viewing would also be arranged.

17/9/25 To discuss a Skateboard Park

The Clerk would contact the original working group to see if everyone involved still wanted to be involved. It was also suggested that maybe asking the Children who attend the Youth Club if they were still interested in having a Skateboard Park.

18/9/25 To consider a shelter for the Play Area on Furlongs Lane

Cllr Neil Booley is looking into sourcing quotes for the shelter.

19/9/25 To discuss grass and hedge cutting contracts

The Clerk reported a discrepancy regarding the awarding of the grass and hedge cutting contract. Following clarification and review of the relevant documentation, the matter can now be resolved and the correct contractor informed.

20/9/25 To discuss the mosaic in the Bus Shelter on Church Road

The Clerk reported that Giles Academy had been contacted to see if they would like to be involved again but hadn't received a response. The Clerk would contact local suggested groups to see if anyone would be willing to help with the repair.

21/9/25 To review and adopt the Grant Awarding Policy and Application

It was resolved to adopt the Grant Awarding Policy and application.

08:59pm Cllr Alistair Arundell and 1 member of the public, left the meeting

22/9/25 To review and adopt GDPR Policies

- a. Record Retention Schedule

It was resolved to adopt the Record Retention Schedule

- b. Data Breach Assessment

It was resolved to adopt the Data Breach Assessment

- c. Process for dealing with a Subject Access Request

It was resolved to adopt the Process for dealing with a Subject Access Request

- d. Complete the Security Compliance Checklist

It was resolved to adopt the Security Compliance Checklist

23/9/25 To discuss Storage options for records/paperwork

Clerk to the Council: Rebecca Herberts Telephone: 07818095035 Email: oldleakeparishcouncil@gmail.com

A review of what needed to be stored would take place, along with quotes sourced for fireproof storage.

24/9/25 To discuss setting up gov.uk email addresses

An account had been set up by the previous Clerk with Cloud Next. The Clerk read out all the new email addresses. It was resolved that these would be set up, and the Clerk would send out the new emails and instructions of how to access.

25/9/25 To discuss the noticeboards

The Clerk advised the noticeboard at The Butchers Arms was broken and one of the doors kept falling off. It was resolved that quotes could be sourced for this to be replaced.

26/9/25 To receive and approve adoption of the NJC/NALC pay scales effective 01/04/25 and apply to salaries

It was moved, seconded and resolved to adopt the NJC/NALC pay scales effective 01/04/25. The Clerk would advise the payroll company and request a back payment.

27/9/25 Planning applications received for a decision at this meeting (All plans can be viewed at www.mybostonuk.com)

Application Number	Location	Development Description	Applicant Name	Registered Date	Comment
B/25/0296	Garalean, Sea Lane, Old Leake, Boston PE22 9JE	Removal of existing detached single garage and proposed single storey side extension, single storey rear extension and single storey extension to provide 1 bedroom annex accommodation	Harrison	14/07/2025	Full Planning Permission
B/24/0375/CD1	Aingarth, Chapel Road, Old Leake, Boston PE22 9PP	Application to have details approved of conditions C2 (Proposed sheds) and C3 (Materials) of approval B/24/0375	Wilkinson Properties (Boston) Limited	15/07/2025	Discharge of Condition
B/22/0349/CD1	Aingarth, Chapel Road, Old Leake, Boston PE22 9PP	Application to have details approved of conditions C6 (Foul & Surface Water drainage) and C11 (Biodiversity) of approval B/22/0349	Wilkinson Properties (Boston) Limited	16/07/2025	Discharge of Condition
TPO/25/0057	Bayholme Farm, Wainfleet Road, Old Leake, Boston, PE22 9HT	Tree Preservation Order (Made)	Boston Borough Council	30/07/2025	Tree Preservation Orders
TPO/25/0058	Moulton Chantry House, Southfields, Old Leake, Boston, PE22 9LP	Tree Preservation Order (Made)	Boston Borough Council	30/07/2025	Tree Preservation Orders
TPO/25/0059	Land adjacent Tilia Grove and Lime Walk, Old Leake, Boston, PE22 9GA	Tree Preservation Order (Made)	Boston Borough Council	30/07/2025	Tree Preservation Orders
TPO/25/0060	24, School Lane, Old Leake, Boston PE22 9NJ	Tree Preservation Order (Made)	Boston Borough Council	30/07/2025	Tree Preservation Orders
TPO/25/0061	Meadow Way, Old Leake, Boston, PE22 9JT	Tree Preservation Order (Made)	Boston Borough Council	30/07/2025	Tree Preservation Orders
B/25/0313	Unit 3, JEG Farms Limited, Fold Hill, Old Leake, Boston PE22 9PH	Proposed installation of 2no containers housing biomass boilers	JEG Farms Limited	06/08/2025	Full Planning Permission

B/25/0317	Bakkavor Meals Boston (Cucina Sano Ltd) Laburnham Farm, Chapel Road, Old Leake, Boston PE22 9QZ	Extension to an existing factory building to create additional production and storage area and an extension to an existing effluent treatment building	Bakkavor	12/08/2025	Major - Full Planning Permission
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28/9/25 Planning Decisions received from Boston Borough Council

Application Number	Location	Development Description	Applicant Name	Decision	Decision Date
B/25/0296	Garalean, Sea Lane, Old Leake, Boston PE22 9JE	Removal of existing detached single garage and proposed single storey side extension, single storey rear extension and single storey extension to provide 1 bedroom annex accommodation	Harrison	Favourable with conditions	08/09/2025
B/24/0375/CD1	Aingarth, Chapel Road, Old Leake, Boston PE22 9PP	Application to have details approved of conditions C2 (Proposed Sheds) and C3 (Materials) of approval B/24/0375	Wilkinson Properties Boston Ltd	Condition Discharge/details acceptable	09/09/2025
B/22/0349/CD1	Aingarth, Chapel Road, Old Leake, Boston PE22 9PP	Application to have details approved for conditions C6 (Foul & Surface Water Drainage) and C11 (Biodiversity) of approval B/22/0349	Wilkinson Properties Boston Ltd	Conditions not discharged/details not acceptable	11/09/2025
TPO/25/0057	Bayholme Farm, Wainfleet Road, Old Leake, Boston PE22 9HT	Tree Preservation Order (Confirmed)	Boston Borough Council	Tree Preservation Order Confirmed	12/09/2025

29/9/25 Correspondence received, not covered on the agenda

There was no other correspondence.

30/9/25 Matters for next agenda

- a. To discuss the PCC grant
- b. Remembrance Day Poppy Wreath

31/9/25 Date of next meeting

The next Parish Council meeting will be held on 08 October 2025

32/9/25 To resolve on whether the Council will move into closed session to consider the following confidential staffing matters in accordance with the Public Bodies (Admission to Meetings) Act 1960. (Should this resolution be passed the public and press will be required to leave the meeting at this stage)

It was moved, seconded and resolved that the Council would move into closed session.

33/9/25 To review the Clerk's hours, pay and pension

Following discussion, the Clerk's pay and hours were resolved. The Clerk and Chair would sign the agreed contract. The Clerk would inform the payroll company of the changes and speak with them regarding pension enrolment.

34/9/25 To discuss the Clerk's training and development

It was resolved to contribute 50% towards to the Clerk's ILCA and FILCA courses and to also contribute 50% towards the Clerk's SLCC membership, following agreement from the Clerk's other employing Council. It was moved, seconded and resolved to reimburse 50% of the cost for the SLCC membership 24-25 that the Clerk had paid for herself, subject to the clerk's other employing Council meeting the remaining 50%

There being no other business the meeting closed at 09:24pm