

**DRAFT MINUTES**

**BIGBY PARISH COUNCIL**

**MINUTES OF THE MEETING**

**HELD ON TUESDAY, 17<sup>th</sup> MARCH 2026**

**CHAIR – COUNCILLOR D. COWLING**

PRESENT: Councillors – H. Aukland, D. Cowling, C. Gandy, L. Mair, B. Orr

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

**BUSINESS TO BE TRANSACTED**

**88 Notice convening the meeting.**

Taken as read and approved

**89 To Receive Apologies and Reasons for Absence**

Cllr. J. Bean – LCC

Cllr. P. Morris - WLDC

**90 a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.**

None

**b) To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.**

None

**91 Police Matters**

None

**92 To Receive any Correspondence (for information only).**

a) Email received from Ms. J. Rae regarding Smithy Lane. The Clerk advised that following the resurfacing of Smithy Lane, the change in camber has resulted in water collecting between her home and the neighbouring cottage. The Clerk suggested that she contacts 'Fix My Street'. The email has also been forwarded to Cllr.J.Bean.

b) Letter of resignation received from the Clerk.

c) Reference: TTRO/TTR015362 - Temporary traffic restriction: Bigby

This is for AW Pipeline Project - Pipeline installation. Public right of way closure Order - Bigby PROW 57/1 (Closed North of Kettleby Beck) The period of the restriction is 13/04/2026 - 12/10/2026. (Restrictions to be implemented for 182 days as and when required during this period, signage detailing accurate dates and times

will be displayed on site in advance)

Alternative route or access arrangements:

Diversion routes and vehicular or pedestrian access arrangements will be signposted

**93 To Receive the Clerk's Report and Update on any outstanding issues.**

None

**94 To Receive any Questions from Members.**

None notified

**95 Public Question Time.**

There were no members of the public present at the meeting.

**96 a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 13<sup>th</sup> JANUARY 2026**

**It was resolved that** the minutes of the meetings held on 13<sup>th</sup> January, having been circulated, should be taken as read and approved.

Proposed: Cllr. H. Aukland

Seconded: Cllr. C. Gandy

**97 ACCOUNTS AND AUDIT**

**a) To Receive the following Financial Report and Approve the Accounts for Payment: As at 28<sup>th</sup> February 2026 (Documents attached)**

	<b>PAYEE</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>TOTAL</b>
<b>15/01/2026</b>	<b>Bigby Village Hall-Hedgecutting from VH reserves</b>	<b>120.00</b>		<b>120.00</b>
<b>10/02/2026</b>	<b>ICO - renewal</b>	<b>47.00</b>		<b>47.00</b>
<b>16/02/2026</b>	<b>Bigby Village Hall - Roof repair fees from VH reserves</b>	<b>480.00</b>		<b>480.00</b>
<b>25/02/2026</b>	<b>A. Hannath -Wages</b>	<b>237.00</b>		<b>237.00</b>
<b>02/03/2026</b>	<b>Printer Ink - amazon</b>	<b>31.24</b>	<b>6.25</b>	<b>37.49</b>
<b>02/03/2026</b>	<b>Printer Ink - Ebay</b>	<b>18.29</b>	<b>3.66</b>	<b>21.95</b>
<b>02/03/2026</b>	<b>Tesco - Paper</b>	<b>4.08</b>	<b>0.82</b>	<b>4.90</b>
<b>06/03/2026</b>	<b>HMRC-PAYE/NI</b>	<b>4.20</b>		<b>4.20</b>
<b>09/03/2026</b>	<b>Autela Payroll</b>	<b>85.00</b>	<b>17.00</b>	<b>102.00</b>
<b>25/03/2026</b>	<b>A. Hannath -Wages</b>	<b>237.00</b>		<b>237.00</b>
<b>25/03/2026</b>	<b>A. Hannath Homeworking Allowance</b>	<b>30.00</b>		<b>30.00</b>

**It was resolved that** the accounts for payment listed below and the Statement of Accounts be approved.

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

**98 PLANNING APPLICATIONS AND DECISION NOTICES**

Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.

**Application Number:** WL/2026/00252: Outline planning application to erect 18no. dwellings with all matters reserved. Land off Main Street, Bigby, DN38 6EW

**The Clerk advised that** the above application was received yesterday. Given the size of the development, she suggested that a meeting be called to discuss the plans, which would give residents an opportunity to express their views.

**It was resolved that** the Annual Parish Meeting be brought forward to Tuesday 31<sup>st</sup> March, 2026, allowing this application to be discussed at the meeting by residents. William Pinney, the landowner, and his Land Agent are to be invited to give a presentation on the plans. A Parish Council meeting will take immediately afterward to determine the Parish Council's response.

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

**99 TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS**

Having given his apologies, Cllr. Morris sent the following written report;

- WLDC passed an increase of 2.97% on to the Council Tax at the budget meeting last week, this would mean £7.38 on a Band D property.
- Also, WLDC have put in a bid for the purchase of Scampton – we will see how that pans out !

**100 TO RECEIVE A REPORT FROM COUNCILLOR BEAN ON COUNTY COUNCIL MATTERS.**

Cllr. Bean was unable to attend as he had another meeting in his diary.

**101 a) TO REVIEW THE MODEL STANDING ORDERS**

**It was resolved that** the Parish Council's Model Standing Order are still fit for purpose for the forthcoming year.

Proposed: Cllr. D. Cowling

Seconded: Cllr. H. Aukland

**102 a) TO RECEIVE MODEL FINANCIAL REGULATIONS. (BASED ON THE NALC MODEL RELEASED IN APRIL 2024)**

**It was resolved that** the Parish Council's Model Financial Regulations, as circulated, are still fit for purpose for the forthcoming year.

Proposed: Cllr. D. Cowling

Seconded: Cllr. L.Mair

**b) TO REVIEW THE FINANCIAL RISK ASSESSMENT**

**It was resolved that** the Parish Council's Financial Risk Assessment, as circulated, is still fit for purpose for the forthcoming year

Proposed: Cllr. D. Cowling

Seconded: Cllr. L.Mair

**103 TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS**

**It was resolved that** the Parish Council's Risk Management of General Council Functions, as circulated, is still fit for purpose for the forthcoming year.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

**104 TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS**

- i) General Privacy Notice
- ii) Privacy Notice for Staff Councillors and other Role Holders
- iii) Consent Form

**It was resolved that** the Parish Council's documentation to comply with GDPR, as circulated, was still fit for purpose for the forthcoming year.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

**105 TO RECEIVE, REVIEW AND ADOPT THE IT POLICY**

**It was resolved that** the Parish Council's IT Policy, as circulated, should be adopted

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

**106 GENERIC EMAIL ACCOUNTS**

**a) TO NOTE THAT EVERY AUTHORITY MUST NOW HAVE A GENERIC EMAIL ACCOUNT HOSTED ON AN AUTHORITY OWNED DOMAIN.**

Noted

**b) TO NOTE THE CLERK'S NEW EMAIL ADDRESS**

[clerk@bigbyparishcouncil.gov.uk](mailto:clerk@bigbyparishcouncil.gov.uk)

NOTED

**c) TO DISCUSS AND DETERMINE THE MERITS OF SIMILAR EMAILS FOR COUNCILLORS.**

The Clerk advised that she had managed to secure the Clerk's email free of charge. There would be a cost implication for councillors to have similar emails. £160.00 for the first year and £260 in subsequent years.

**It was resolved that** without a legal requirement for such email addresses, given the cost, Councillors will continue to use their personal email addresses

Proposed: Cllr. C. Gandy

Seconded: Cllr. H.Aukland

**107 VIKING WAY FROM A1084 TO SOMERBY.**

- a) **TO REVIEW THE ROUTE TAKEN BY THE VIKING WAY AS IT  
CROSSES THE FIELD, (KNOWN LOCALLY AS THE SHEEP FIELD),  
FROM THE A1084 TO THE FIELD OCCUPIED BY THE MONUMENT  
AT SOMERBY.**

It has been brought to the Clerk's attention that the route that now crosses the field, marked out by fencing and trees is the defined route. However, over the last 20 to 25 years, people walking the route have deviated to the right of the defined route, i.e. walking more closely to Somerby Lane. Given that this is the 'custom and practice' route, there is an argument that this should be the route that the footpath now takes. If residents feel strongly about this, there are mechanisms in place for this 'custom and practice' route to be reinstated.

- b) **TO DETERMINE IF ACTION IS REQUIRED FOLLOWING THE ABOVE  
REVIEW.**

**It was resolved that** the possibility raised in item a would be brought to resident's attention at the Annual Parish Meeting

Proposed: Cllr. C. Gandy

Seconded: Cllr. H.Aukland

**108 TO DETERMINE THE PARISH COUNCIL'S RESPONSE, TO THE  
PLANNING INSPECTORATE, REGARDING THE REQUEST FOR  
SCOPING OPINION FOR THE H2EAST PIPELINE: HUMBER TO  
NOTTINGHAMSHIRE; THE PARISH COUNCIL HAVING BEEN  
IDENTIFIED AS A CONSULTATION BODY**

**The Clerk advised that** the reports available from the Planning Inspectorate have 1085 pages in total.

**The Clerk was tasked with looking into this further.**

The meeting closed at 7.15 pm

Signed .....  
Chairman

Tuesday 5<sup>th</sup> May, 2026