

ROXBY CUM RISBY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 7 MAY 2025 AT 7.00 PM IN ROXBY COMMUNITY CENTRE

PRESENT

Parish Councillors: P Farmery (Chair), M Elwes, R Lockwood; C Webster

Ward Councillor: Cllr E Marper, Cllr R Ogg

Parish Clerk: J Curtis

25/26 – 1 **CO-OPTION TO VACANCY OF OFFICE FOR PARISH COUNCILLOR AND DECLARATION OF ACCEPTANCE OF OFFICE**

Phillip Maw was welcomed onto the parish council and signed the declaration of acceptance of office.

25/26 – 2 **APOLOGIES**

Cllr. M Verran, Cllr H Rowson

25/26 – 3a **ELECTION OF CHAIR**

It was resolved Cllr P Farmery is elected as Chair.

Proposed: Cllr Lockwood

Seconded: C Webster

Cllr Farmery signed the Declaration of Acceptance of Office

25/26 – 3b **ELECTION OF VICE-CHAIR**

It was resolved Cllr Webster and Cllr Verran share the role of Vice-Chair.

25/26 – 4 **ELECTIONS OF OTHER OFFICERS AND COMMITTEE REPRESENTATIVES**

It was resolved that the following representatives were elected: -

- Personnel committee: Cllr P Farmery, Cllr M Verran, Cllr C Webster
- NATS: Cllr M Elwes
- NLGEP: Cllr M Verran

25/26 – 5 **TO CONFIRM ALL COUNCILLORS HAVE REVIEWED THEIR REGISTER OF INTERESTS**

All Councillors present confirmed their ROIs were up to date. The clerk would send Cllr Maw a form to complete.

25/26 – 6 **TO REVIEW AND APPROVE THE INTERNAL AUDITOR FOR 2025/26**

Resolved – Brian Brooks was selected as the Internal Auditor.

25/26 – 7 **TO REVIEW AND APPROVE THE STANDING ORDERS/FINANCIAL REGULATIONS/CODE OF CONDUCT**

The Standing Orders were reviewed and approved.

The Financial Regulations were reviewed and approved.

The Code of Conduct was reviewed and approved

25/26 – 8 **TO REVIEW AND APPROVE THE FOLLOWING POLICIES**

- Adult Safeguarding Policy – reviewed and approved
- Child Protection Policy – reviewed and approved
- Equality and Diversity Policy – reviewed and approved
- Health and Safety Policy – reviewed and approved
- Personnel Committee Terms of Reference – reviewed and approved
- Disciplinary Policy and Procedure – reviewed and approved
- Grievance Policy and Procedure – reviewed and approved

Signed Date
Chair

25/26 – 9 TO REVIEW AND APPROVE THE DATES OF THE ORDINARY PARISH COUNCIL MEETINGS FOR 2025/26

Resolved - The dates were set for 2025/26, as follows:

9 July, 10 September, 12 November, 14 January, 11 March.

The date of the annual parish meeting followed by the annual meeting of the parish council will be 13 May 2026

Action: Cllr Verran would arrange the room bookings with the Community Centre.

25/26 – 10 **DECLARATIONS OF INTEREST**

- a) To record declarations of interest by any member of the council in respect of the items listed below. Members declaring interests should identify the item and type of interest being declared. **None**
- b) To note dispensations given to any member of the council in respect of the agenda items listed below. **None**

**25/26 – 11 TO RESOLVE MINUTES OF THE LAST MEETING
RESOLVED:**

The minutes of the meeting held 12 March 2025 were accepted as a true record and signed by the Chair.

Proposed: Cllr Lockwood

Seconded: Cllr Webster

25/26 – 12 TO CONSIDER THE ANNUAL INTERNAL AUDIT REPORT 2024-25

The internal auditor had approved and signed off the audit, with the following recommendations:

- Risk assessments on the asset register and Financial Risk Assessment should be carried out in March each year.
After discussion, Cllr Lockwood asked for the risk assessments to be sent to him and he would check the benches when he cut the PROWs and check the play area equipment each month.
- Recommended Version 2.2 AA standard of the Web Content Accessibility Guidelines be adopted to make the website compliant with current standards.

25/26 – 13 EXTERNAL AUDIT

- a) The Annual Governance Statement 2024/25 was discussed and approved by the members of Roxby-cum-Risby Parish Council and signed by the Chair and Clerk/Responsible Finance Officer.
- b) Accounting Statement - The clerk/RFO presented the Accounting Statements 2024/2025 for Roxby Parish Council. These were approved by the members of Roxby cum Risby Parish Council and signed by the Chair and Clerk/RFO.
- c) The parish council were unable to apply for a Certificate of Exemption for 2024/25 due to both income and expenditure exceeding £25,000.
- d) Agree dates for public notice for period of exercise of public rights to 2024/25 accounts.

The public notice would be placed on noticeboards and the website from 9 June 2025 where it would remain for at least 30 working days.

25/26 – 14 FINANCE REPORTS

- a) To receive updates regarding finance and agree payments for 2024/25
- Income/Expenditure Report 2024/25 - APPROVED
 - Bank Reconciliation 2024/25 - APPROVED
 - Variance Report 2024/25 – APPROVED
 - Payments for approval:
 - a. Renewal of Local Councils Insurance 2025/26 £472.67
 - b. Renew ERNLLCA annual membership £355.69
 - c. Pay internal auditor for 2024/25 review £300.00

Signed Date

d. Barton Mowing invoice 5983	£264.00
e. Roxby Community Centre room hire	£64.00

- b) To review and approve the financial risk assessment. APPROVED
 - c) To review and approve the asset register. APPROVED
- The next risk assessment of assets would be carried out in March 2026

25/26 – 15 TO REVIEW THE CLEAR COUNCILS INSURANCE POLICY
It was agreed to renew the policy from 1 June 2025. **APPROVED**

25/26 – 16 TO CONSIDER A GRANT APPLICATION FROM ROXBY COMMUNITY CENTRE
The completed form had been received. The application for a grant of £500 to help towards the cost of replacing the roof on the Community Centre was approved. The clerk would write to the Chair of the Board of Trustees to let him know and make arrangements for payment.

25/26 – 17 UPDATE FROM THE NLGEP GROUP
The North Lincolnshire Green Energy Park application, submitted May 2022, has now been approved by the Secretary of State for Energy Security and Net Zero on Thursday 13th March 2025.

25/26 – 18 LANDFILL SITE
The amount of waste received at Roxby has reduced significantly. With the reduced inputs, it will not be possible to fill the site to the approved levels by the date required by the planning consent. To address this, Biffa is preparing a planning application to extend the end date on the planning permission to 10th May 2037, with an additional 5 years to 10th May 2042 for restoration. The clerk had received the latest update which will be available to read on the website.

25/26 – 19 OPEN SPACE MANAGEMENT - TO RECEIVE REPORTS ON:

- i) Flytipping – a fridge and other items had been dumped at the s-bend on the A1077. It had been reported to NLC.
A resident of Appleby who regularly litterpicked in the area around Roxby had researched flytipping over the last 15 years and was able to report it had not got any worse.
- ii) Dogfouling – The new signage showing possible £1000 fines had been put up. Unfortunately, in certain areas, such as the Trods it was still a problem.

25/26 – 20 VILLAGE IMAGE

- i) Roxby – The clerk had applied for a community grant from to NLC for a replacement noticeboard on North Street
- ii) Dragonby – Cllr Lockwood and Cllr Maw had installed the noticeboard in Dragonby.

25/26 – 21 TO RECEIVE AN UPDATE ON THE PLAY PARK

- i) Path – to receive an update regarding the tree and moving the path
Cllr Verran had been looking for someone to do the work. Cllr Lockwood had placed some marker pegs to show where to move the path to. Cllr Maw would also make enquiries and email councillors his findings.
- ii) Keeping the park clean – Cllr Farmery had checked the park and it was relatively clean just a few sweet wrappers had been dropped.
- iii) Update on cutting back the hedge along the path from North Street. The hedge on the left-hand side was a problem at the moment. Hopefully the new owners of the adjacent property would take responsibility and cut the hedge. To be monitored.

Signed Date
Chair

25/26 – 22 PLANNING APPLICATIONS

- i) PA/2025/559 Planning permission to demolish existing rear conservatory and erect single storey rear extension. Site Location: 1 West Street, Roxby – no objections
- ii) PA/2024/129 - Proposed Roxby Solar Farm – consultation end date 3 January 2025 – still awaiting a decision.

25/26 – 23 ROADS

- i) Update on missing fingerpost on Risby Road - FS636679822
Cllr Marper commented that it was on the list but unfortunately it was classed as low priority.
- ii) Update on the sign on the A1077 at Roxby corner
The sign had blown over and been taken away. Two posts had been erected and Cllr Webster had enquired why the sign had not been reinstated. He was informed that a new sign was being made.
- iii) To discuss the condition of roads in Roxby
West Street was particularly bad. It needed re-tarmacking. Cllr Lockwood had received a complaint from a resident. Cllr Ogg said that Thealby was scheduled to be resurfaced. He would ask if Roxby could be added to the list.

25/26 – 24 COUNCILLORS REPORTS

- i) Ward councillors

STEEL - North Lincolnshire Council has welcomed the decision for the government to take control of steelmaking. The move should mean the raw materials to keep the blast furnaces in Scunthorpe running can now be ordered – safeguarding thousands of jobs in the region – and will mean the UK continues to produce primary steel.

VE DAY - North Lincolnshire Council will host a series of commemorative activities on 8 May to celebrate the 80th anniversary of the end of the Second World War.

FIT FOR FREE - North Lincolnshire pensioners aged 66 and above are set to boost their health and wellness with the launch of NL Active's free fitness initiative, which includes off-peak access to the gym, swimming, and Les Mills Virtual fitness classes in NL Active facilities across North Lincolnshire until March 2026. And soon Local residents aged 16 years and above with a learning disability can also take advantage of this great opportunity to get Fit for Free in NL Active facilities.

CHURCH SQUARE, ST JOHNS CHURCH, ELIZABETH QUARTER - St John's church is undergoing extensive repairs and rebuilding work to bring the building back into full use by creating an even better space for events and activities. The conservation work on this historic building forms part of the wider vision for Scunthorpe town centre to help it flourish and bring more people into the town centre.

PLOWRIGHT THEATRE - The council is investing in the future of the Plowright Theatre, thanks to a £160,000 grant from the UK Shared Prosperity Fund (UKSPF). The funding will enable the replacement of most of the venue's roof, ensuring the theatre remains a community and cultural venue for years to come.

Signed Date
Chair

LIVE WELL - Live Well North Lincolnshire is an online information hub to help you to find a wide range of organisations, support groups, community groups, events and activities to support you to live your best life.

ii) Parish councillors

- Cllr Lockwood would be cutting the public rights of way in the next few weeks.
- Cllr Webster reported that 30mph sign entering Roxby on Brackenholmes Lane was still missing.
- Cllr Farmery mentioned that a few years ago Highways had carried out a speed review of roads. Roxby Parish Council had requested the speed limit on Brackenholmes Lane, which is a single-track road, be reduced from 60mph to 50mph but this had not happened. The ward councillors would investigate.
- There was an Ash tree on Brackenholmes Lane just before the Gamekeepers cottage which was leaning badly and in danger of falling over the road. Cllr Maw said he would take a look at it.

25/26 – 25 ITEMS FOR INCLUSION ON THE NEXT PARISH COUNCIL MEETING AGENDA

- i) Update for the NLGEP group
- ii) Dog fouling
- iii) Village image
- iv) Roxby
- v) Dragonby
- vi) Landfill site
- vii) Playing field
- viii) Finance report
- ix) Planning applications
- x) Roads – 30mph sign, sign on A1077
- xi) Fly-tipping
- xii) Correspondence
- xiii) Reports: clerk, parish councillors, ward councillors

25/26 – 26 DATE AND TIME OF NEXT PARISH COUNCIL MEETING

Wednesday 9 July 2025 at 7.15 pm.

The Council will consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the following items to be discussed

25/26 – 27 Staff Payments

- To authorise payment of Clerk's salary and expenses
APPROVED FOR PAYMENT

MEETING CLOSED 8.25 pm

Signed Date
Chair