

## **GUILSBOROUGH PARISH COUNCIL**

Website: <https://guilborough-pc.gov.uk/>  
Clerk's Telephone number: 07918329763  
Clerk's Email: [clerk@guilborough-pc.gov.uk](mailto:clerk@guilborough-pc.gov.uk)

Date of notice:	03/12/2025
Meeting Date:	08//12/2025

### **NOTICE OF PARISH COUNCIL MEETING**

The Councillors of Guilborough Parish Council ARE HEREBY SUMMONED to attend the Ordinary Meeting of the Parish Council to be held at **Guilborough Village Hall, The Green, Guilborough on Monday 8<sup>th</sup> December 2025 at 7.15pm** for the purpose of transacting the business as set out in the Agenda of the Meeting.

*Members of the Public and Press are invited to address the Council at its Open Forum session.*

Under national legislation visual recordings of meetings may also be made by the public and press when they are not lawfully excluded. Your attendance at the meeting signifies your acceptance that you may be recorded.

### **AGENDA OF THE ORDINARY MEETING OF THE PARISH COUNCIL – 8<sup>th</sup> DECEMBER 2025**

<b><u>No.</u></b>	<b><u>Item</u></b>	<b><u>Paper</u></b>
<b>1.</b>	<b>Public Open Forum Session</b> <i>(Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes). Representations shall not require a response at the meeting nor start a debate. Members of the public should address the Chair of the meeting, who may direct that a written or oral response be given).</i>	
<b>2.</b>	<b>Apologies for absence and acceptance of any apologies</b>	
<b>3.</b>	<b>Declarations of Interest on agenda items only</b> <i>(Councillors are reminded that if they have either a Disclosable Pecuniary interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate).</i>	
<b>4.</b>	<b>Resolution to consider written requests for dispensations on agenda items</b>	
<b>5.</b>	<b>Approve the Minutes of the Ordinary Meeting of the Parish Council held on Monday 10<sup>th</sup> November 2025</b>	<b><u>A</u></b>
<b>6.</b>	<b>Matters arising (for information only)</b>	
<b>7.</b>	<b>Planning Applications for comment:</b> <ul style="list-style-type: none"><li>• 2025/4649/FULL - The Stables, Church Way, Guilborough, NN6 8QF. Converting the existing Conservatory to Garden Room, replace glass roof and Installation of a free standing greenhouse</li><li>• No Planning Application approvals to report</li></ul>	
<b>8.</b>	<b>WNC Consultation: Infrastructure and Developer Contributions Supplementary Planning Document open 5<sup>th</sup> November – 21<sup>st</sup> December 2025.</b>	<b><u>B</u></b>

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<b>9.</b>	<b>Agree meeting dates for 2026</b>																																											
<b>10.</b>	<p><b>Finance/Legal</b></p> <p>a) Note income received and payments made since the last meeting:-</p> <table border="1"> <thead> <tr> <th><u>Date</u></th> <th><u>Description</u></th> <th><u>Receipts (£)</u></th> <th><u>Payments (£)</u></th> </tr> </thead> <tbody> <tr> <td>22/11/25</td> <td>HSBC Bank Charge</td> <td></td> <td>£0.80</td> </tr> <tr> <td>27/11/25</td> <td>GPAG Donation</td> <td>£14,078</td> <td></td> </tr> </tbody> </table> <p>b) Note and approve proposed payments for December 2025:-</p> <table border="1"> <thead> <tr> <th><u>Payee</u></th> <th><u>Description</u></th> <th><u>Amount (£) – inc VAT if applicable</u></th> </tr> </thead> <tbody> <tr> <td>Ciara Wanstall</td> <td>November 25 salary &amp; expenses</td> <td>£607.00</td> </tr> <tr> <td>HMRC - PAYE/NIC</td> <td>Q3 2025/26 - Income Tax &amp; National Insurance</td> <td>£799.42</td> </tr> <tr> <td>Village Link</td> <td>Advertising</td> <td>£70.00</td> </tr> <tr> <td>Guilborough Village Hall</td> <td>Hall Hire November 25</td> <td>£20.00</td> </tr> <tr> <td>NCALC</td> <td>Training Course - Sustainability &amp; Climate Change</td> <td>£55.20</td> </tr> <tr> <td>A P Beevor Landscapes</td> <td>Weed/ Moss killing</td> <td>£768.00</td> </tr> <tr> <td>WNC</td> <td>Election Costs</td> <td>£64.50</td> </tr> <tr> <td>[TBC]</td> <td>Village Christmas Tree reimbursement</td> <td>£200 [TBC]</td> </tr> <tr> <td>Hugh Lowther</td> <td>Rent for playground lease 2025-26</td> <td>£500</td> </tr> </tbody> </table> <p>c) Bank Reconciliation for period ending 30 November 2025</p> <p>d) Note draft forecast expenditure for 25/26. To discuss draft budget for 26/27</p>	<u>Date</u>	<u>Description</u>	<u>Receipts (£)</u>	<u>Payments (£)</u>	22/11/25	HSBC Bank Charge		£0.80	27/11/25	GPAG Donation	£14,078		<u>Payee</u>	<u>Description</u>	<u>Amount (£) – inc VAT if applicable</u>	Ciara Wanstall	November 25 salary & expenses	£607.00	HMRC - PAYE/NIC	Q3 2025/26 - Income Tax & National Insurance	£799.42	Village Link	Advertising	£70.00	Guilborough Village Hall	Hall Hire November 25	£20.00	NCALC	Training Course - Sustainability & Climate Change	£55.20	A P Beevor Landscapes	Weed/ Moss killing	£768.00	WNC	Election Costs	£64.50	[TBC]	Village Christmas Tree reimbursement	£200 [TBC]	Hugh Lowther	Rent for playground lease 2025-26	£500	<b>C</b>
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<b>11.</b>	<b>Playground Report including purchase of play equipment from Play Dale for £29,879.02 + VAT (£5,975.80 – reclaimable) - Chairman</b>	<b>F</b>																																										
<b>12.</b>	<b>Highways – Cllr Phillips</b>																																											
<b>13.</b>	<b>Street Lights – any proposed upgrades – Clerk / Cllr Miller</b>																																											
<b>14.</b>	<b>Parish Assets including updates on Speed Awareness Devices – Cllr Miller</b>																																											
<b>15.</b>	<b>Village Trees – Cllr Edwards</b>																																											
<b>16.</b>	<b>Footpaths and Rights of Way – Cllr Edwards</b>																																											

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<b>17.</b>	<b>Police Liaison Report – Cllr Harris</b>	
<b>18.</b>	<b>GPFA Liaison Report – Cllr O’Neil</b>	
<b>19.</b>	<b>School Liaison Report – Cllr Smith</b>	
<b>20.</b>	<b>Items for Village Link - Chairman</b>	
<b>21.</b>	<b>Correspondence</b> <ul style="list-style-type: none"><li>• Citizen Advice request for support via donation</li></ul>	<b><u>G</u></b>
<b>22.</b>	<b>Items for next meeting – Monday 8<sup>th</sup> December 2025</b>	

*Ciara Wanstall*

Clerk to the Parish Council