

40min

**METHERINGHAM PARISH COUNCIL**

**Chairman of the Council Cllr Mark Worthington**

John F Money Proper Officer; Tony Shaw RFO.

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**Draft Minutes of the Full Council Meeting of Metherringham Parish Council, which was held in the Parish Council Office, High Street, Metherringham, LN4 3DZ on Wednesday 25<sup>th</sup> June 2025 at 6.30pm.**

**Members of Council:** Chairman; Cllr Mark Worthington (MWO) Vice Chairman Cllr Keith Parker (KP); Cllr June Gwilym (JG); Cllr Asia O'Sullivan (AS); Cllr Shirley Peek (SP); Cllr Fran Pembersy (FP); Cllr C Redpath (CR); Cllr Rob Castle (RC); Cllr Roy Grummitt (RG) Cllr Dave Parry (DP); Cllr M Westerman MWe); John F Money Proper Officer (PO) and Tony Shaw (RFO); (after co-option) Cllr Julie Green (JGr) Cllr Sarah Hunter Leith (SHL), Cllr Terry Child (TC).

**In Attendance:** Chairman Cllr Mark Worthington; Cllr Mrs J Gwilym; Cllr Mrs S Peek; Cllr Mrs C Redpath; Cllr Mike Westerman J F Money Proper Officer; Tony Shaw; (after co-option) Cllr Julie Green Cllr Sarah Hunter Leith.

There was a public forum at 6.15pm prior to the meeting where members of the public, County and District Councillors, together with any other members of public bodies present made short statements of up to 3 minutes to the Members of the Parish Council for a period of 15 mins in total.

*John F Money*

Signed: John F Money Temporary Clerk.

Metherringham Parish Council High Street Metherringham LN4 3DZ.

28<sup>th</sup> June 2025.

**Public Forum:** Cllr Kendrick spoke of the reorganisation of the County Council together with pedestrian issues in the village which he is concerned with. Cllr Kendrick stated he would keep the PO updated on all developments.

Cllr JG Spoke on police matters including the Chief Constable's concern regarding police numbers falling.

**Draft Minutes.**

**The Meeting continued in formal session under Standing Orders.**

(In extenuating circumstances the Chairman may move the meeting out of formal session to allow a member of the public to speak).

**1.Chairmans opening remarks together with housekeeping issues:** The Chairman read the usual housekeeping issues

**a) Brief explanation of the content of the meeting:** including items requesting officers to deal; such as support for the Volunteer Car Transport Service: The Chairman spoke about this local Veterans organization where it was mutually agreed the PO would bring further details to the next meeting under an agenda item. **Action PO.**

**2. To note apologies for absence:** Cllr Asia O’Sullivan; Cllr Fran Pembury ; Cllr Rob Castle; Cllr Roy Grummitt; Cllr Keith Parker. District Cllr Dave Parry; Candidate Terry Child. **All duly noted.**

### **3. Members Declarations of Interests:**

- a. Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Councils Code of Conduct: **None.**
- b. Dispensations: To consider and accept dispensation request received by the Proper Officer from relevant members in accordance with Metherringham Parish Councils Code of Conduct: **None requested.**
- c. Members are reminded to review and revise their declaration of interest form held by NKDC where any change of circumstances have occurred: **Noted.**

**4.To ratify the draft minutes (for accuracy purposes only) of the following:** 28<sup>th</sup> May 2025 Full Council meeting and the Extraordinary Meeting held in June 2024 (Chairman to sign and date initialing each page). It was proposed seconded and resolved to accept the draft minutes as a true and accurate record of the meeting. Chairman duly endorsed the 28<sup>th</sup> May 2025, PO to prepare a paper copy of the June 2024 ones for endorsement. **Action PO.**

### **5. The Co-option of a maximum of three new Members to the Parish Council.**

Applications had been made by the following candidates: Cllr Julie Green; Sarah Hunter Leith; Cllr Terry Child. The Chairman read the relevant paragraph from the NALC document on the procedure – 27. *Where the number of candidates is less than or equal to the number of vacancies the candidates shall be appointed to the council if they meet the s.79 eligibility criteria and are not disqualified under s.80.* the PO confirmed they all met the required criteria. It was proposed seconded and resolved to accept the three candidates en-bloc. The PO handed out the Declaration of Acceptance of Office forms to the new Councillors and informed them they would each receive a .gov.uk email address and the Register of Interest forms the next day. **Action PO.**

(The two new Members present joined the meeting with full debating and voting rights).

**6.To propose to review all outstanding previously noted action matters arising from resolutions made over the last three years (which are not agenda items), and endeavor to prioritize them.**

After a short debate the following items were given priority by members in the following order:

1. Opening the Public toilets;
2. Village hall carpark repairs;
3. Preparation of the Emergency plan;
4. Asbestos removal;
5. Approved Trades persons list;
6. Speed awareness team formation;

7. Pedestrian Crossing Station Road;
8. War Memorial garden Step

Action Chair', Council & the PO

**7. The Chairman to update Members regarding the situation with the road sweeper and ride on lawnmower:** the Chairman informed members that the lawnmower and road sweeper together with hand tools had now been collected by Ernest Doe and are at North Kyme for service/assessment. This will continue to be an agenda item until it is fully resolved. Action PO.

**8. The PO to update Members with all matters relating to the Shiregate balancing pond:** the PO informed members that the Shiregate balancing pond. According to conclusive evidence gained that the title lies with North Kesteven District Council, after a short debate it was resolved that the PO will contact the District Council informing them of this ownership and take appropriate measures to facilitate a site meeting to discuss the issues around this pond. Action PO.

9. Formation of committees including co-opted Members:

- a) Finance & Staffing;
- b) Planning and Environment;

It was decided to leave A and B in abeyance until we have a full commitment of Members present to fill up these committees to the required level of Members. Action Council.

c) Events working group interim report: The Event Working Group leader Councillor CR updated Members on the progress of the Events Working Group after having one meeting. It was reported that this group was working well and this will also become a recurring agenda item at each meeting so all Members are informed of all matters pertaining to the group and resolutions will be made when necessary. Action & CR & PO.

**11. To review or replace all other policies and procedures:** It had previously been resolved that the PC would adopt 18no of the LALC standard policies which are now posted in draft form on the Website. After a short debate it was resolved that CR; JG and RC would review all policies shared between them except the Financial Regulations and Standing Orders. Financial regulations to be examined by the RFO and Standing Orders to be examined by the PO. Action CR, JC, RC, RFO and PO.

**12. Planning matters:**

a) Application 25/0679/FUL Land To The Rear of 90 Princes Street adjacent to the Old Windmill Metherringham Lincoln: a short debate took place regarding the planning application that has been submitted to the LPA regarding Land to the rear of 90 Prince Street it was agreed further investigation was needed and the Chairman proposed that we hold a EOM prior to the deadline date for submission Tuesday, the 8th of July 2025 was mentioned (this was subsequently changed to the 7<sup>th</sup> July 2025 by the Chairman to allow the PO more time to submit the Councils response before the July 10<sup>th</sup> 2025 deadline). These actions were resolved. Action Chair'. PO.

b) 20/0029/FUL Land east of Sleaford Road, Metherringham - S106 POS 1st instalment (30% occupancy) payment received. RFO to update Members; see Item 9b. Action PO.

c) 25/0491/FUL for Navenby and Ref 25/0533/FUL for Coleby, BESS to serve the proposed Navenby Sub-Station: Whilst it was understood this application was being determined this was apparently being deferred. This was an information only item action, the PO to keep Members informed of all Solar and BESS applications: **Action PO**.

**13. Proposed re-opening of the Fen Road Public Toilets:** The Chairman informed members that all permissions required now had been attained and the toilets would be open shortly once they were cleaned to the required standard. **Action PO**.

**14. Purpose built facility for the football teams (requested by Cllr Rob Castle; Standing Orders paragraph 9b):** A short debate took place and it was resolved that the PO contact NKDC and ascertain if Section 106 monies could be used for this and other similar facilities. **Action PO**

#### **15. Financial matters:**

##### **15 i. Annual Return (RFO):**

a) To receive the Annual Internal Audit Report and resolve any actions: the RFO informed Members that the internal audit was completed and there were many actions that will require addressing during the coming year. **Action Council**.

b) To complete and sign the Annual Governance Review: The RFO explained the annual governance review and the Clerk and the Chairman duly signed it. **Action RFO**

c) To approve and sign the Accounting Statements: The RFO explained the accounting statements and the RFO and the Chairman duly signed it. **Action RFO**.

d) To note the dates for the Period of Public Rights: The period of public rights notice was discussed and noted. **Action RFO and PO to post**.

##### **15 ii. Finance (RFO).**

A full copy of the Finance Report for this meeting is published on the Council's website.

a) To receive an update on Lloyds and Unity Bank: the RFO said after a very tentative time related to both the transfer of funds and authorisers it is now operating well with Cllr RG transferring funds from Lloyds a/c's. it was resolved to retain one Lloyds a/c to facilitate cash payments emanating from the Hub to be able to be deposited at the local post office, also noted as a reoccurring agenda item. **Action PO/RFO**.

b) To receive a finance report and bank reconciliation to the end of May 2025: the RFO reported that the finances were as up to date as they had been for some considerable time and going forward it will only get easier. The bank reconciliation was noted. **Action RFO**.

c) To approve a Schedule of Payments: Members resolved to approve the Schedule of Payments as below. **Action RFO**.

Invoice Date	Supplier	Description	Net	VAT	Gross	Reimburse
21/01/25	Microshade VSM	Cloud Hosting (Jan)	144.33	28.87	173.20	
21/02/25	Microshade VSM	Cloud Hosting (Feb)	144.33	28.87	173.20	
21/03/25	Microshade VSM	Cloud Hosting (Mar)	205.81	41.17	246.98	
15/04/25	Amazon	Projector	166.66	33.33	199.99	J Money
16/04/25	Post Office	Clerk Posting Documents to RFO	8.75		8.75	J Money

21/04/25	Microshade VSM	Cloud Hosting (Apr)	205.81	41.17	246.98	
01/05/25	The Franklin Farm	Hog Roast Package for VE Day	420.00		420.00	J Money
06/05/25	Amazon	Wax Colouring Crayons (VE Day Event)	24.10	4.83	28.93	F Pembury
06/05/25	Asda	Sweets (VE Day Event)	19.00		19.00	F Pembury
06/05/25	Poundland	Sweets (VE Day Event)	11.00		11.00	F Pembury
06/05/25	Poundland	Sweets (VE Day Event)	11.00		11.00	F Pembury
07/05/25	Amazon	Key Safe	30.95	4.99	35.94	A Shaw
07/05/25	Amazon	Break Glass Hammer	7.48	1.50	8.98	A Shaw
08/05/25	CO-OP	Prosecco (VE Day Event)	16.67	3.33	20.00	A O Sullivan
08/05/25	CO-OP	Prosecco (VE Day Event)	33.50	6.70	40.20	J Money
10/05/25	CO-OP	White Paper (VE Day Event)	8.33	1.67	10.00	F Pembury
10/05/25	Booker	Prosecco (VE Day Event)	305.06	55.43	360.49	J Money
12/05/25	Wright, Lilley & Co	Payroll Processing (Apr)	46.00	9.20	55.20	
20/05/25	Amazon	Eye Wash	6.92	1.48	8.40	A Shaw
20/05/25	Amazon	Hardware Fastenings	5.82	1.17	6.99	A Shaw
20/05/25	Amazon	Scrubbing Brush & Cleaning Materials	6.26	1.33	7.59	A Shaw
20/05/25	Amazon	Hand Cream	4.72	0.94	5.66	A Shaw
20/05/25	Amazon	Disposable Gloves & Painters Tool	12.15	2.42	14.57	A Shaw
20/05/25	Amazon	Drill/Driver Bit Sets and Log Book	24.02	4.80	28.82	A Shaw
20/05/25	Amazon	Trowel	5.99	1.20	7.19	A Shaw
20/05/25	Amazon	Penetrant Spray	9.61	1.92	11.53	A Shaw
20/05/25	Amazon	3 Gallon Bucket	4.47	0.89	5.36	A Shaw
20/05/25	Amazon	Secateurs	9.81	1.96	11.77	A Shaw
20/05/25	Amazon	Hand Cream and Pump Bottle	9.16	1.83	10.99	A Shaw
21/05/25	Microshade VSM	Cloud Hosting (May)	205.81	41.17	246.98	
30/05/25	Amazon	Sash Locks	26.72	5.34	32.06	A Shaw
31/05/25	Glendale Countryside	Grass cutting (May)	1,231.05	246.21	1,477.26	
01/06/25	Forum Computers	Microsoft 365 monthly subscription	21.72	4.34	26.06	
04/06/25	Amazon	Log Book x 2	7.94	1.58	9.52	A Shaw
04/06/25	Amazon	Garden Broom	13.31	2.66	15.97	A Shaw
06/06/25	Clear Insurance	Engineering and Construction Renewal	470.23	69.97	540.20	
10/06/25	Amazon	Letter Box	14.73	2.95	17.68	A Shaw
10/06/25	Amazon	Mobile Phone	57.50		57.50	A Shaw
10/06/25	Amazon	Mobile Phone Case	5.82	1.16	6.98	A Shaw
10/06/25	Amazon	Safety Gloves	9.57	1.92	11.49	A Shaw
10/06/25	Paul Elmore	Window Cleaning (June)	20.00		20.00	
19/06/25	ARC Electrical	Remedial Work in the Public Toilets	300.00	60.00	360.00	
19/06/25	ARC Electrical	EICR Report on the Public Toilets	100.00	20.00	120.00	
20/06/25	Right Action	Safety Check on Fire Extinguishers	46.00	9.20	55.20	
21/06/25	Microshade VSM	Cloud Hosting (Jun)	205.81	41.17	246.98	

21/06/25	BT	Broadband (Jun)	44.60	8.92	53.52	
24/06/25	LIDL	Toilet Rolls for Community Hub	3.07	0.62	3.69	M Westerman

d) To agree the introduction of an Expenses form for reimbursing Staff and Councillor expenditure: after a short debate it was resolved to accept this discipline. **Action RFO.**

e) To receive an update on CIL and Section 106 monies: Noted and also relates to actions within Items 12 a) and 14. **Action PO & the RFO.**

f) To note the submission of an application form for the Community Hub Grant. **Noted.**

g) To note the raising of 18 Purchase Orders to Eon for Street Light renewals. **Noted.**

h) To discuss the correct procedures for management of the council's finances: after a short debate it was resolved to continue with the management system the RFO has brought to the Council. **Action RFO.**

i) to resolve the future use of the Rialtas accounting software: after a very short debate, bearing in mind the Rialtas software had now been replaced by a more user friendly program it was resolved that the Rialtas program would not be further renewed at the end of its present subscription term. **Action RFO.**

j) To discuss the reclamation of previous years VAT on Form 126; the reclamation of these previous years funds is now progressing the RFO gaining certain codes and information from the PO. **Action RFO.**

**(It was resolved the meeting may continue for another 30mins)**

k) To approve payment of expenditure expended by the PO relating to the purchase of a projector for the APM and the VE Day 80<sup>th</sup> anniversary events: it was resolved to reimburse monies expended by both Members and Officers relating to the APM projector and the VE80 events held on the 8<sup>th</sup> & 10<sup>th</sup> May 2025, all agreed the events were very successful and hopefully restored some more confidence/ credibility in the Parish Council by the parishioners: **Action RFO**

l) Resolve to request the Finance and Staffing committee to explore the allocation of financial assets together with all CIL, S106 and other grant aid funding for capital projects programmed over the next 5 years and report with their recommendations back to full council within three months. The Chairman introduced the item and it was resolved to request the F & S committee to undertake this review supported by the officers of the council. **Action F & S Comm', PO & RFO.**

m) To resolve the replacement of the Air-Con unit in the Clerk's office: the PO reported an engineer had come to attempt to repair the existing unit and reported that any repair (even if successful) would cost more than a new unit. It was resolved the RFO & PO would procure a new unit Supply & Fixed by securing three quotations to provide best VFM for a maximum budget sum of £2,000. **Action RFM & PO.**

**14. The Chairman will ask Members to resolve to move the meeting into closed session with the public and press excluded as set out in the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 12a of the Local Government 1972 for this particular occasion:** it was resolved the meeting continues in closed session.

**15. To update staffing arrangements:** together with resolving to request the Finance and Staffing Committee going forward to bring any draft proposals back to the July Full Council meeting (Standing Orders paragraph 7): after a debate it was resolved the F & S committee should bring any recommendation to the August meeting. **Action PO & F & S Comm'.**

**16. To resolve the way forward regarding recognition of a previous Parish Council ARFO:** after a short debate in which the PO informed Members he had been contacted by a family member it was resolved the PO make further enquiries with the District Council. **Action PO.**

**17. Date of the next meeting and resolve all of the 2025/26 meeting dates:** after a short debate it was resolved the remaining Full Council Meetings for the year 2025/26 would be held on the last **Tuesday** of the month. **Next Full Council meeting will be on 29<sup>th</sup> July 2025 at the usual time and place. Action Chair' and the PO.**

The Chairman closed the meeting at 8.45pm, thanked all for their attendance and wished all present a safe journey home.