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## METHERINGHAM PARISH COUNCIL

Chairman of the Council Cllr Mark Worthington

John F Money Proper Officer; Tony Shaw RFO

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**Minutes of the Full Council Meeting of the Parish Council which was held at 6:30 pm on Wednesday, the 28th of May 2025 in the Parish Offices at 31a High Street Metherringham LN4 3DZ.**

**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 Peak (SP); Cllr Fran Pembury (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).

**In Attendance:** Chairman Cllr Mark Worthington; Cllr Mrs J Gwilym; Cllr Ms A O'Sullivan; Cllr Fran Pembury; Cllr Mrs S Peak; Cllr Mrs C Redpath; Cllr R Castle; J F Money Proper Officer.

The public session scheduled for 6:15pm where members of the public are allowed to speak for three minutes each on matters concerning the parish. Members of the County and District Councils and other agencies may also give reports during this period of time

*John F Money*

John F Money Proper Officer (PO) to Metherringham Parish Council

21st June 2025

### Public forum:

Cllr Rob Kendrick gave a brief overview of the new committee structure and set up of the County Council under the new administration.

Cllr June Gwilym gave a brief report on police activities

### AGENDA

**The meeting to move into formal session where members of the public are not allowed to speak, in certain circumstances the Chairman may move the meeting out of formal session to allow for this to happen.**

**1. Chairman of the Council:** made opening remarks and addressed the housekeeping issues.

**2. To note any Apologies for Absence**, apologies for absence were received from the following Members: Cllr Fran Pembury; Cllr K Parker; Cllr Roy Grummitt; Cllr Mike Westerman; D-Cllr Dave Parry

**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 grant dispensation to relevant members who have contacted the Proper Officer requesting a dispensation in accordance with Metherringham Parish Councils Code of Conduct: None requested.

c. Chairman to remind members to review their Declaration of Interest forms when their or their partners circumstances change Noted.

**4. To approve the draft minutes of previous Annual Parish Council Meeting and the Extraordinary Council Meeting held on 14<sup>th</sup> May 2025:** it was resolved that the Chairman duly endorsed them both as true and accurate record of the meetings. **Action Chairman.**

**5.To propose to review all outstanding previously noted action matters arising from resolutions made over the last three years (which are not agenda items).** The Chairman had produced a draft list of items which will become a working document and when updated the timetable of further resolutions that become necessary will be brought to council on a reoccurring agenda item until all of the items have been addressed; it was proposed seconded and resolved. **Action Chairman & PO.**

**6. To discuss and review the situation with the road sweeper and ride on lawnmower.** The situation regarding these machine were informed to the Members by the Chairman. **Action Chairman & PO.**

**7. Trees at Shiregate play park.** It was resolved the PO in conjunction with the NKDC tree officer bring a plan back to council to either pollard or crown lift the trees to the north boundary: Members it was proposed seconded and resolved to proceed. **Action PO.**

**8.Formation of committees:**

a) Finance & Staffing: agreed to differ the full formation of this committee until we co-opt the full complement of Members at the next Full Council on the 25<sup>th</sup> June 2025. **Action Full Council.**

b) Planning and Environment: ditto the above item. **Action Full Council.**

Events working group update: Cllr Catherine Redpath reported the group had its first meeting and were making good progress. **Action the Events Group to keep FC informed**

**9 Review of Standing Orders** (including the giving of apologies): it was proposed seconded and resolved to accept the revised document as drafted. **. Action RFO & PO.**

**10. Review of the Financial Regulations:** ) it was proposed seconded and resolved to accept the revised document as drafted. **. Action RFO & PO.**

**11. To review or replace all other policies and procedures** (including a revised Social Media policy): it was proposed seconded and resolved to accept the 18 revised documents as drafted by NALC and distributed by LALC to members of the association. . **Action RFO & PO.**

**12. Financial matters:**

- a) Lloyds Bank accounts: MWO & the RFO to update Members: Cllr RG was able to pay sums to trader from this a/c while on holiday in Spain;
- b) Unity Trust bank accounts including mandates and other issues: RFO to update: Cllr MWO and Cllr FP have been added to the bank mandate;
- c) Accounts paid and outstanding; . it was proposed seconded and resolved they all be paid a listed when the bank access allowed it;
- d) To discuss and resolve the revised asset register .it was proposed seconded and resolved;.
- e) To discuss and resolve the revised risk register: it was proposed seconded and resolved. . all items; **Action RFO & PO.**
- f) To resolve a budget sum for/and the implementation of the NKDC Monitoring Officers recommendations. it was proposed seconded and resolved to set a budget sum of £1,200 for this service. **Action RFO & PO.**
- g) To give officers the authority to deal to secure electrical and gas supply contracts at best VFM on the day when the offers are made rather than bringing it back to Council when the offers will have expired. it was proposed seconded and resolved to allow this to take place. **. Action RFO & PO.**

**13. Update on the Annual Internal Audit:** the RFO updated Members that the LALC internal Ms Stacey Giles is carrying out the audit this year again and progress is taking place. **Action RFO & 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.**

**15. To discuss resolve staff holiday pay arrangements:** it was resolved the flexible hours system of paying holiday pay would apply to the PO and the RFO. To be reviewed in one years' time at the APCM. **Action PO, RFO**

**16. Date of the next meeting:** 25<sup>th</sup> June 2025: