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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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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 29th July 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 Pembury (FP); Cllr C Redpath (CR); Cllr Rob Castle (RC); Cllr Roy Grummitt (RG) Cllr M Westerman MWe); John F Money Proper Officer (PO) and Tony Shaw (RFO); Cllr Julie Green (JGr) Cllr Sarah Hunter Leith (SH-L), Cllr Terry Child (TC).

In Attendance: Chairman Cllr Mark Worthington; Cllr Julie Green Cllr Sarah Hunter-Leith; Cllr Mrs J Gwilym; Cllr Mrs S Peek; Cllr Terry Child; Cllr; Cllr Mike Westerman. J F Money Proper Officer; Tony Shaw RFO;

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.

28th June 2025.

Public Forum Mr Paul Drury NKDC Armed Forces Covenant Officer spoke in detail relating to the Armed Forces Covenant which the Parish Council are looking favourably **at** and will look further at the details; it is noted Mablethorpe Town Council are signed up members. When answering a question from a Member Paul confirmed that being members gives them no special treatment when applying for any employment positions. **Action PO to contact Steve Fletcher the Town Clerk of Mablethorpe Town Council. Members are to inform the PO if they wish to undertake future training.**

Councillor JG in her police committee role informed Members the police force was really suffering from the financial cutbacks being made by Central Government, but as yet the police force in Lincolnshire was not in special measures and she was attending a meeting at NKDC regarding local policing on the Parish Councils behalf.

Draft Minutes.

The Meeting continued in formal session under Standing Orders at 6:40pm.

(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: The Chair gave a brief overview of the meeting and asked all present to note there was a closed session at the end of the meeting.

2. To note apologies absence and absent Members: Cllr Asia O’Sullivan; Cllr Fran Pembery; Cllr C Redpath; Cllr Rob Castle; Cllr Roy Grummitt; Cllr Keith Parker. District Cllr Dave Parry; **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 Metheringham Parish Councils Code of Conduct: **Councillor SH-L declared a personal interest in being a resident of Homestead Fields.**
- b. Dispensations: To consider and accept dispensation request received by the Proper Officer from relevant members in accordance with Metheringham 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: 25th June 2025 Full Council meeting and the Extraordinary Meetings held on the 7th July 2025 and the one 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 all the previously mentioned minutes. **Action PO.**

5. Events working group, interim report: Councillor SH-L reported in Councillor CR’s absence to say that was for 36 stalls confirmed for the Fayre and Feast and the rest was work in progress. Potential grant aid for Village Hall functions was mentioned. **Action Councillor MWO and the PO.**

6. Village Hall Car park repairs, update: the PO reported the work was completed as scheduled and the Handy Person had taken the opportunity to strim around the perimeter of the carpark while it was closed. **Action PO to thank Councillor Rob Kendrick for his input.**

7. Proposed re-opening of the Fen Road Public Toilets: The Chair informed Members the toilets had received a post closure clean and the PO had produced a snag list of items that required carrying out by the HP before opening in hopefully two weeks' time.

8. Request from the Cadets to hold an air gun range event on the sports field: After a short debate it was requested by Members that the cadet force supply more information and a safety plan before we could consider giving consent. Resolved to defer the motion until we have the required information. **Action PO.**

9 The holding of an event to commemorate VJ Day 80th anniversary on Friday 15th August 2025: It was resolved to replicate the event for VE Day on VJ Day with a budget set at £300. **Action PO and Events group.**

10. Mower and road sweeper update: The Chair of the Council informed members that the mower was back and fully serviceable; with regard to the road sweeper, Ernest Doe said the major work that is required to make it serviceable again was estimated between £4,000 & £6,000.. It was resolved to defer a decision until the next or subsequent meeting. **Action PO to keep it as a recurring agenda item.**

11. Section 106 commuted sum from Homestead Fields development and its possible allocation providing information from NKDC is available. The PO informed members he had emailed Stephen Priestley twice regarding the allocation of this Section 106 money, but as yet had no reply. **Action PO to chase SP.**

12 Shiregate Pond update to Members: The PO informed Members that he & the HP are meeting with Nina Camm the Manager of the Refuse and Street Scene department of NKDC at the pond tomorrow at 10 pm. **Action PO to report back to members.**

13 Debate and resolve actions required to address the proliferation of business related banners on council fences around the village: after a short debate it was resolved the PO inform the planning enforcement department at NKDC regarding this flyposting. **Action PO.**

14. Standing Committees of the Parish Council, Member allocation to Committees.

a) Planning & Environment;

b) Finance & Staffing; Councillor JG volunteered to fill the two remaining posts on both the committees. **Action PO to prepare list of relevant members.**

c) Further Committees if required: it was resolved no further standing committees were required at this time.

15. Planning update by the Proper Officer: The PO informed Members of the submission of an objection to the development that was resolved at the EOM on the 7th July 2025 which he had made on the Parish Councils behalf to the LPA relating to the seven dwellings around the old windmill as proposed. **Action PO to monitor.**

16. Debate and resolve actions required to address the procurement of a contractor for the regular cleaning of the Public Toilets; the Parish Councils 31a High Street facility; The Hub and the Pavilion: The Chair of the Council read out a draft invitation to quote the PO had prepared for the cleaning of the public toilets; parish councils offices; the Hub and the pavilion, it was resolved that the PO procure quotations based on this document for the August meeting. **Action PO & RFO.**

17. To debate and resolve an action to remove a red ‘Biffa’ waste bin from the High Street pavement which has been reported that it is a hazard to pedestrians: It was resolved to contact Councillor Kendrick regarding the Biffa Waste Bin which is on the adopted highway on High Street. **Action PO**

18. Re - adoption of revised policies resolved in principle at a previous meeting:

a) Standing Orders;

b) Financial Regulations;

c) Social Media Policy. After a short debate, it was resolved to adopt the three policies: standing orders; financial regulations; and the social media policy after rectifying two spelling mistakes pointed out by Councillor JG. **Action PO and RFO.**

19. Financial matters: Tony to complete

a) To receive an update on Lloyds and Unity Trust Bank;

Most of the councils monies have been transferred to Unity Trust Bank, where the majority is in an interest-earning account. A small float, circa £3K, has been left in Lloyds Bank to cover any direct debits whilst new mandates are being actioned by suppliers.

b) The bank reconciliation to note if one is presented (required quarterly);

The RFO presented a bank reconciliation to show that the council’s accounts matched the bank balances taken from the online system on 28th July. Individual account balances were:

Lloyds Treasurers	10,455.66
Lloyds Business Bank Instant	3,014.01
Lloyds Library	0.00
Lloyds Instant Access	5.03
Unity Current	35,923.31
Unity Instant Access 1	4,123.56
Unity Instant Access 2	425,059.79
Total	478,581.36

It was **resolved** to accept the bank reconciliation.

c) To approve a Schedule of Payments To be separately distributed;

It was **resolved** to approve all payments below:

Invoice Date	Supplier	Description	Net	VAT	Gross
22/07/25	BT	Broadband (Jul)	44.60	8.92	53.52
07/07/25	Total Energies	Electricity (Health Clinic)	84.46	4.22	88.68
30/06/25	Glendale Countryside	Grass Cutting (June)	673.80	134.76	808.56
07/07/25	LALC	Internal Audit of 2024-25	330.00	66.00	396.00
01/07/25	Forum Computers	Microsoft 365 monthly subscription	21.72	4.34	26.06
03/07/25	Wright, Lilley & Co	Payroll Processing (Jun)	62.50	12.50	75.00
21/06/25	Total Energies	Electricity (War Memorial)	288.01	14.40	302.41
25/06/25	Little Birdie Mini Golf	Mini Golf Hire on 18 Oct 2025	250.00	0.00	250.00
11/07/25	Amazon (VAT 27)	No Parking Sign	10.11	2.02	12.13
11/07/25	Amazon (VAT 27)	Padlock and Circular Break Glass	23.30	4.67	27.97
11/07/25	Trade Paints UK Ltd	Reflective Road Paint	44.58	8.92	53.50
10/07/25	Screwfix	Taps, Isolating Valves and RCD Sockets	43.38	8.68	52.06
10/07/25	Bolt World Fasteners Ltd	M6 and M8 Bolts	21.06	4.21	25.27
14/07/25	NBB Recycled Furniture	Captain's Bench	370.00	74.00	444.00
19/05/25	Village Hall Hire	VE Day Event	84.38		84.38
23/07/25	Glasdon	Dog Bins	601.58	120.31	721.89
01/07/25	Microshade VSM	Cloud Hosting (Jun)	208.40	41.68	250.08
21/07/25	Aircare Ltd	Portable Air Conditioning Unit	365.83	73.17	439.00
21/07/25	Viking Direct	Ink Cartridges x 4	93.50	18.71	112.21
21/07/25	Screwfix	Items for Public Toilet Repairs	134.46	26.91	161.37
21/07/25	LALC	Annual Conference (MW and JFM)	72.00	18.00	90.00
22/07/25	Screwfix	Stop Cock for Public Toilets	3.98	0.80	4.78
23/07/25	Ernest Doe & Sons Ltd	Mower Repair and Service	626.80	125.35	752.15
23/07/25	Ernest Doe & Sons Ltd	Mower Service	155.37	31.08	186.45
24/07/25	Screwfix	Items for Public Toilet Repairs	27.87	5.58	33.45
24/07/25	EON Energy	New Street Light Columns (Field Farm Lane)	2,844.00	568.80	3,412.80
24/07/25	EON Energy	New Street Light Columns (Rowan Way)	2,700.00	540.00	3,240.00
24/07/25	EON Energy	New Street Light Columns (Newton Close)	2,700.00	540.00	3,240.00
25/07/25	Screwfix	Door locks for Public Toilets	10.95	2.19	13.14
28/07/25	Amazon	A3 Paper for the Hub	47.99		47.99
28/07/25	Amazon	A4 Paper for the Hub	25.09		25.09
29/07/25	Amazon	PC Camera, Microphone and Speakers	42.09		42.09

d) To receive an update on the 2024/25 AGAR;

The AGAR was submitted before the end of June deadline and to date, there has been one query from PKF that has been responded to.

e) To receive a finance report to the 28th July 2025.

- A summary of finance activity in the year to 28 July was presented, which showed:

Balance on 1 April	402,961.67
Income Received	133,343.10
Expenditure	58,108.50
Balance on 28 July	478,581.36

- Two VAT refunds have been received:

A refund of £10,970.59 was received on 24 July 2025 for the year 2023-24.

A refund of £16,801.45 was received on 21 July 2025 for the year 2024-25.

20. 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. the Chair of the Council moved that the meeting be continued in closed session, this was duly resolved.

The PO asked if he could resolve Items 22 and 23 before he and the RFO left the council chamber. The Chair and Members agreed

21. Cllr Mark Worthington has given Notice to the Proper Officer to move a motion re-addressing staffing requirements, officers conditions and associated issues. (Paragraph 7a & 9b of the Councils Standing Orders as per the attached Notice). The Chair informed Members the required 7 day notice had been duly served so that where a motion has been previously resolved within the last 6 months could again be presented to Council due to further information and circumstances. After a short debate it was resolved to substantiate both the PO and RFO positions providing the professional advice that had been sought was implemented as a precondition to their employment. **Action Finance & Staffing Committee to finalise the draft Job Descriptions and Contracts of Employment.**

22. The Proper Officer to update Members regarding ongoing Code of Conduct and associated issues. The PO updated members regarding the Code of Conduct matter involved and informed them that he and the Chair had had a long conversation with The Assistant MO at the LALC Annual Conference at the Lincolnshire Showground on the proposed resolution of these matters. The Chair advised members that no further correspondence had been received from the Vice Chair nor Lincolnshire Police and that the Monitoring Officer had established that the Vice Chair had not been in contact with their department for advice regarding the allegations made to the PO. **Action PO to keep all informed.**

23. NKDC street naming update to Members: The PO informed members that he had now received the criteria From NKDC regarding Street Naming: the developer of new housing estate gets to name the development with a name of their choice and then it is up to the parish council to either agree or suggest an alternative. It was resolved to leave this matter in abeyance.

The PO & the RFO left the meeting Members while discussed staffing matters that appertained to both of them.

The Chair moved the meeting back to Item 21

24. Date of the next meeting. 26th August 2025

25 Meeting closed at: 8:45pm (in closed session). The Chair thanked all for attending and wished them a safe journey home.