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METHERINGHAM PARISH COUNCIL

Chair of the Council Cllr Mark Worthington

John F Money Clerk/Proper Officer (CPO).

Tony Shaw Responsible Financial Officer (RFO).

Michelle Ruzzak Handy Person (HP).

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In Attendance:

Cllrs Mark Worthington (Chair of the Council); Asia O'Sullivan (AO); Catherine Redpath (CR); June Gwilym (JG); Sarah Hunter Leith (SH-L); John F Money and Tony Shaw.

Draft Minutes

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 Tuesday 30th September 2025 at 6.30pm. There was be 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 could make short statements of up to 3 minutes to the Members of the Parish Council for a period of 15 mins in total.

Drafted 7th October 2025

John F Money

Public Forum: No members of the public present; Cllr Rob Kendrick stated the County Council is now offering free salt to parishes, potholes were being addressed and he reminded Members the Highways Volunteer scheme was open for requests from Parish Councils in his area.

The Meeting continued in formal session under Standing Orders.

AGENDA

(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.

a) Brief explanation of the content of the meeting: The Chair read the usual housekeeping rules. He spoke briefly regarding the opening of the Public Toilets and adverse comments received on social medial because they were not closed at the appropriate time and explained this was because of the unavailability of the volunteers at that time to close them. The alternative was to close them all together over a busy weekend in the village. It was noted Fran Pembury had resigned as a Member of the Parish Council and the required notices had been

posted for a replacement. It was reported to the Chair that there was a wasps nest near the Skate Park (now resolved) and the ZIP wire had been tampered with, but on inspection by the HP no damage was occasioned

2. To note apologies for absence: Cllr's Julie Green (JG); Shirley Peek (SP), Roy Grummitt; Rob Castle (RC) and Keith Parker (KP) apologies were noted. District Cllrs Fran Pembury and Dave Parry were also not in attendance.

3. To ratify the draft minutes (for accuracy purposes only) of the Full Council meeting on 26th August 2025.

a) Duly resolved as a true and accurate record of the meeting and signed by the Chair of the Council as such..

b) Council to discuss completed and outstanding Action Items from previous minutes. Road closure notices had been attained for both the F & F and Remembrance Sunday; a bugler is still required for the latter; fly posting re-reported Manor Spring, Office and Library replacements, nothing to update. **Action all.**

4. Events Working Group: Interim report with a progress update. F & F plus Remembrance Sunday. Cllr Catherine Redpath gave a comprehensive report and informed Members the response from F & F stall holders had been far greater than in previous years. **Action Events Group.**

5. NKDC Tree Survey and remedial action: The C/PO informed Members the Schedule of Proposed Tree Works had been sent to 4no tree surgeons/felling contractors. **Action C/PO to inform members.**

6. Fen Road Public Toilets: Now opened, noting the Chairs opening remarks, the cleaning contractor appears to be doing a first class job at all three locations. A issue arose at the pavilion with the school security when the cleaners arrived before 9:00am, this has been resolved by instructing the cleaning contractors not to attend before 9:00am and also not after 3:00pm. **Action C/PO and HP to monitor**

7. Village Hall: update to Members The Chair of the Council and the C/PO will attend the next meeting of the Village Hall Committee to determine responsibilities as a matter of urgency. **Action The Chair of the Council and the C/PO.**

8. Mower: Update and further instructions to officers deferred item from the last meeting. It was resolved to defer again pending further information relating to the councils grass cutting responsibilities required. **Action C/PO and HP**

9. Princes Street playpark:

- a) Treehouse forced closure due to damming reports; the C/PO had provided Members with a Schedule and Chronology of Events relating to the recently constructed Mr Treehouse facility on the playpark (attached as Appendix I) for information purposes only.
- b) Section 106 enhancement of the remainder; the potential of improving the fall protection with resin bonded rubber chips was resolved as a way forward.

- c) Potential ways forward including the option of instructing officers to deal in conjunction with the Chair of the Council.

After a prolonged debate on all matters appertaining to this unacceptable situation the Parish Council finds itself in and the upgrading of the existing playpark equipment; it was resolved due to the urgency of the matter that Officers deal and keep Members informed of progress. **Action the Officers.**

Cllr Asia O’Sullivan left the meeting.

10. Planning & Environment Committee: Update regarding extra storage facility to be sited on one of the sports fields. After a short debate it was resolved the C/PO draw up a ground floor plan and a brief Schedule of Works for a storage facility sited on the sports field for all of the Councils equipment and present it the Section 106 adjudication panel for consideration. **Action C/PO.**

11. Planning update by the Proper Officer: Scoley Court planning application. After a very short debate it was resolved to support the application as submitted. **Action C/PO.**

12. Emergency & Resilience Plan: update to Members. In the absence of Cllr Rob Castle it was resolved to defer this item to the next meeting. **Action Cllr RC.**

13. Finance Matters:

- a) To receive an update on the closure of redundant Lloyds’ bank accounts

These have not been closed yet. **Action: Cllr MW and Cllr RG**

- b) To agree a new signatory for Unity Trust Bank (to replace ex-Cllr Pembury)

RESOLVED: To appoint Cllr Catherine Redpath as a signatory and remove ex-Cllr Fran Pembury. **Action: RFO**

- c) To ratify any payments made since the last meeting, that were not previously presented for approval.

RESOLVED: To ratify all payments below:

Bank Date	Supplier	Description	Net	VAT	Gross
28/08/25	NKDC	Library Council Tax	103.00		103.00
31/08/25	Unity Trust Bank	Service Charge	13.20		13.20
02/09/25	Michelle Ruzzak	Salary	1,359.65		1,359.65
02/09/25	Antony Shaw	Salary	1,227.99		1,227.99
02/09/25	John Money	Salary	2,173.72		2,173.72
02/09/25	HMRC	PAYE	1,950.52		1,950.52
02/09/25	NEST	Pension	134.92		134.92
16/09/25	O2	Mobile Phone Contract	13.20		13.20
22/09/25	Freedom Fire & Security Ltd	Fire Safety	145.00	29.00	174.00
23/09/25	Total Energies	Electricity (Health Clinic)	46.24	2.31	48.55
29/09/25	NKDC	Library Council Tax	103.00		103.00

- d) To approve a Schedule of Payments

RESOLVED: To approve all payments below:

Invoice Date	Supplier	Description	Net	VAT	Gross
14/03/25	Post Office	1st Class Postage	1.65		1.65
12/08/25	Wave	Water (Public Toilets) 12 May 2025 to 11 Aug 2025	143.00		143.00
15/08/25	Booker	Prosecco (VJ Day Event)	79.98	16.00	95.98
20/08/25	Post Office	1st Class Large Letter Postage	3.15		3.15
26/08/25	EON Energy	New LED Lantern (SOTS Hole)	315.00	63.00	378.00
26/08/25	EON Energy	New LED Lantern and Bracket (Middle Street)	702.00	140.40	842.40
26/08/25	EON Energy	New LED Lantern and Bracket (Fen Road)	702.00	140.40	842.40
26/08/25	EON Energy	New LED Lantern, Bracket and Photocell (Drury Street)	468.00	93.60	561.60
26/08/25	Screwfix	Mould Shield and Weedkiller	31.63	6.33	37.96
29/08/25	Greater Lincolnshire Libraries	Community Hub Photocopier Costs	8.80		8.80
29/08/25	Play Inspections	Emergency Inspection Report on Princes St Play Park	450.00	90.00	540.00
29/08/25	Npower	Unmetered Street Light Supply (Jan to Mar 2025)	6,133.86	1,226.77	7,360.63
29/08/25	Npower	Unmetered Street Light Supply (Apr to Jun 2025)	3,958.65	791.73	4,750.38
01/09/25	EON Energy	Street Light Maintenance (Jul & Aug)	681.50	136.30	817.80
01/09/25	Glendale Countryside	Grass Cutting	900.60	180.12	1,080.72
01/09/25	Forum Computers	Microsoft 365 Monthly Subscription	21.72	4.34	26.06
01/09/25	Microshade VSM	Cloud Hosting	208.40	41.68	250.08
02/09/25	SWS London Trading Ltd	Folded Paper Toilet Rolls	14.82	2.97	17.79
02/09/25	EON Next	Electricity (Sports Field) June to August	144.76	7.24	152.00
03/09/25	Royal British Legion	Poppy Wreaths (x3)	59.97		59.97
03/09/25	Gocableties Limited	Cable Ties	24.24	4.85	29.09
03/09/25	Amazon (VAT 27)	Camouflage Netting	52.89	10.58	63.47
03/09/25	Amazon (VAT 27)	Wireless Door Sensor	12.89	2.58	15.47
04/09/25	Start Safety UK	Warning Lights and Batteries (x50)	487.45	102.17	589.62
04/09/25	Amazon (VAT 27)	Toilet Rolls	17.26	3.45	20.71
09/09/25	Ernest Doe & Sons Ltd	Assess Road Sweeper Repairs	145.84	29.17	175.01
12/09/25	The Workplace Depot	COSHH Cupboard	194.99	39.00	233.99
13/09/25	Amazon (VAT 27)	COSHH Stickers	8.32	1.66	9.98
14/09/25	Amazon (VAT 27)	Toilet Roll Dispensers (x5)	73.50	14.70	88.20

19/09/25	Amazon (VAT 27)	Hazard Warning Stickers	6.49	1.30	7.79
19/09/25	Landing Designs	Hazard Warning Stickers	5.82	1.16	6.98
22/09/25	BT	Broadband	44.60	8.92	53.52
22/09/25	EON Energy	New LED Lanterns and Brackets (Princes Street)	1,404.00	280.80	1,684.80
23/09/25	Screwfix	Drill Bits, Graffiti Cleaner, LED Light and Hasp/Staple	32.29	6.46	38.75
24/09/25	Amazon (VAT 27)	Soap Dispensers	28.61	5.72	34.33
24/09/25	Amazon (VAT 27)	Dispenser Soap	9.69	1.94	11.63
25/09/25	Lincolnshire County Council	Road Opening Permit (paid on behalf of EON Energy)	305.00		305.00
25/09/25	Screwfix	Wood stain and Brush for Memorial Garden Benches	29.64	5.92	35.56
26/09/25	Screwfix	LED Floodlight for Memorial Garden	35.17	7.04	42.21
26/09/25	EON Energy	New LED Lanterns and Brackets (Various Streets)	10,405.00	2,081.00	12,486.00
30/09/25	EON Energy	New LED Lantern and Bracket (Limetree Avenue)	468.00	93.60	561.60
30/09/25	EON Energy	New LED Lantern and Bracket (Lincoln Road)	468.00	93.60	561.60
30/09/25	Chores Hygiene Management	Office Cleaning Contract	480.00	96.00	576.00
	Michelle Ruzzak	Salary (Sep)	1,247.00		1,247.00
	Antony Shaw	Salary (Sep)	1,354.00		1,354.00
	John Money	Salary (Sep)	1,768.00		1,768.00
	HMRC	PAYE	1,768.24		1,768.24

e) To approve a Bank Reconciliation

RESOLVED: To accept the bank reconciliation to 29 September 2025

Bank Account	Cashbook Balance	Bank Statement
Lloyds Treasurers	10,241.16	10,241.16
Lloyds Bus Bank	3,275.32	3,275.32
Lloyds Library	0.00	0.00
Lloyds Instant	5.03	5.03
Unity Current	42,730.60	42,730.60
Unity Instant Access	4,123.56	4,123.56
Unity Instant Access	385,059.79	385,059.79
TOTAL	445,435.46	445,435.46

f) To consider subscribing to Amazon Business Prime

RESOLVED: To subscribe to Amazon Business Prime at a cost of £95 per year

- g) To consider increasing the Fayre & Feast budget (from £6,000) to include £500 sponsorship money received from Branston Potatoes.

RESOLVED: To increase the Fayre & Feast budget to £6,500

- h) Update regarding the Showmen and the Star & Garter Field; it was resolved to charge the Showmen the net cost of the electricity used on the S & G field by taking a meter reading at the commencement of operations and at the completion of the event. **Action Chair of the Council, the HP and the RFO.**

- i) To consider increasing the Fayre & Feast budget to include any further sponsorship money received between this meeting and the date of the event (18th October).

RESOLVED: Any further sponsorship money received will be incorporated into the overall budget for the Fayre & Feast.

- j) To approve the following items of expenditure, which are proposed by the Events Working Group#

RESOLVED: All items of expenditure below were approved.

Supplier	Net Cost	Service Provision
STARK	350.00	2 x 45 minute sets
STARK	250.00	Sound engineer
ASTRA	250.00	1 hour set
Little Birdie's mini golf	250.00	4 hours from 2pm plus staff
Heroes Assemble	200.00	2 heroes (Spiderman & Hulk) meet and greet for 1 hour
Just Magic	360.00	Mix and mingle magic with balloons plus a 45 minute children's magic show to take place on the trailer at the village cross (3 hours in total)
Medical Cover	324.00	2 people for 8 hours
Security Cover	480.00	2 security staff for 8 hours
DB Entertainment	859.00	Climbing wall
Whiskey Rose	150.00	1 hour set
Leigh Hitch	75.00	45 minute set
Helen Maltby	200.00	Face painting, including all equipment and setup from 2pm to 6pm
Refreshments	150.00	Lunch provision for the Cadets and other Volunteers

TOTAL 3,898.00

- k) To consider delegating approval of any further event expense to the Clerk and RFO, in conjunction with the Chair of the Council and the Chair of the Events Working Group.

RESOLVED: Further Fayre & Feast expenditure to be approved by the Clerk and RFO, in conjunction with the Chair of the Council and the Chair of the Events Working Group'

14. The Chairman will ask Members to resolve to move the meeting into closed session, with 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 Act 1972 for this particular occasion. Resolved.

- 15. The Chair and Proper Officer to update Members: regarding the ongoing Code of Conduct and alleged criminal charges outstanding.** Since the previous meeting the C/PO has contacted the Police and Crime Commissioner and the Chief Constable of Lincolnshire Police who in turn instructed the area Inspector to contact the C/PO of this Council, the communication received stated: there were no active investigations of any type ongoing or in the past against any Members of the Parish Council or Staff/employees of this Parish Council. After a short debate it was resolved to close the matter as a re-occurring agenda item; to further relay this information to all concerned including the Monitoring Officer and all involved in the mediation process. After a further debate it was resolved the C/PO make due representation to the Monitoring Officer/Mediator relating to the Member concerned who's accusations relating to this matter have caused a great deal of wasted time together with the anxiety this matter has caused to both Members and Staff of this Parish Council. **Action C/PO.**
- 16. Princes Street Playpark:** The contractual arrangements and defects liability and consumer rights involving Mr. Jay Lennard and' Mr. Treehouse' relating to the 2023 contract to provide the facility at the Princes Street Playpark. After a short debate it was resolved that the C/PO write to Jay Lennard to enquire what, if any remedial work he/they carried out in response to the email traffic in the summer/autumn of 2023. **Action C/PO.**
- 17. Requests from the Clerk/Proper Officer to Members relating to office arrangements.** The C/PO stated he had made applications to Guide Dogs and the Cinnamon Trust to adopt/foster a mature dog. It was resolved that he could keep the dog with him while working in the Clerk's office. The C/PO thanked Members for their consideration and stated that the dog would not be in contact with visitors to the Parish Offices as in the future he tabled all meetings with officers should take place either in the small office adjoining or in the Council Chamber to be further resolved at the October meeting. **Action C/PO.**
- 18. Date of the next meeting.** Tuesday 28th October 2025
- 19. Meeting closed** at 8:25pm, the Chair of the Council thanked all for their attendance and wished them a safe journey home.