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METHERINGHAM PARISH COUNCIL

Chairman of the Council Cllr Mark Worthington

John F Money Clerk/Proper Officer;

Tony Shaw Responsible Financial Officer.

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Draft Minutes

(first drafted 27th August 2025)

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 26th August 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 Councillor's, 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.

John F Money

Signed: John F Money Clerk/Proper Officer;

Public Forum: Cllr Rob Kendrick stated the County Council was in recess during the month of August he made general comments and 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 and asked officers if they could undertake some research into the Manor Spring so Members could debate the prospect of its inclusion into the councils property portfolio on a leasehold basis from the landowners Blankney Estates Ltd. **Action Clerk/Proper Officer.**

2. To note apologies for absence: Cllr's Sarah Hunter-Leith; Fran Pembury; Asia O'Sullivan; Terry Child and Keith Parker apologies were noted.

3. To ratify the draft minutes (for accuracy purposes only) of the Full Council meeting on 29th July 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. Scouts, Shiregate Pond, Biffa bin and Flyposting, the Clerk informed Members all actions relating to the aforementioned items have been completed.

4. **Events Working Group:** Cllr CR gave a comprehensive progress update relating to the F & F (see also Item 19 for further information).
5. **NKDC Tree Survey:** A short debate ensued and it was resolved the officers would procure three quotations for the remedial action required to the PC's trees as stated in the NKDC schedule.
6. **Proposed re-opening of the Fen Road Public Toilets:** The Chair reported that the PC was now in a position to reopen the Fen Road Public Toilets.
7. **Address dilapidated mild steel planters to the front of the library:** it was resolved the PC Handy Person be requested to unbolt the steel planters and dispose of them as required. And further planters will be free standing.
8. **Village Hall: Existence of a lease/license to occupy, or other agreement together with a way forward, to instruct officers:** a short debate took place and it was resolved that officers redouble their efforts to establish the legal relationship that does exist between the Village Hall Committee of Management and the PC. If there are any areas of concern that relate to safety or the integrity of the building it was further resolved the PC should remedy them on a goodwill basis in the lack of the discovery of a formal maintaining agreement. **Action Clerk/Proper Officer**
9. **Mower and Road Sweeper:** it was resolved the repair costs of the road sweeper was prohibitive and it should be disposed of as a spares or repair or for scrap. With regard to the mower it was resolved to defer this item to the next meeting so officers may undertake further research on the amount of grassed areas the PC are responsible for in excess to the contractual arrangement with Glendale. **Action Clerk/Proper Officer/RFO.**
10. **Planning & Environment Committee: To report on the draft proposed allocation of Section 106 and Section 111 money commuted sum from Homestead Fields & Quarry Close:** Cllr RG reported the Planning and Environment Committee had met and debated these items at length and he gave an over view of their conclusions as minuted in the committee minutes an extract of which is attached as Appendix I of this document.
11. **Planning & Environment Committee:** To report on the potential replacement of 21 & 21a High Street Metherringham. It was resolved to become a reoccurring agenda item and the are officers to gain further information on the possibility of grant aid toward design and procurement costs of a replacement facility. **Action Clerk/Proper Officer/RFO.**
12. **Planning & Environment Committee:** To report on any action further required relating to other conditions contained in the Homestead Fields Section 106 agreement, to instruct officers. It was resolved the officers communicate the draft minute content as contained in Appendix i. **Action Clerk/Proper Officer**
13. **Planning & Environment Committee:** To report regarding extra storage facility to be sited on one of the sports fields. It was resolved to defer the item so the officers could research further options. **Action Clerk/Proper Officer/RFO.**
14. **Standing Committees of the Parish Council:** Member re-allocation to Committees;
 - a) Planning & Environment

- b) Finance & Staffing: These Committees were updated and a sheet informing Members has been circulated

15. Planning update by the Proper Officer: Scoley Court planning application. It was resolved to support this Application. **Action Clerk/Proper Officer**

16. The procurement of a contractor for the regular cleaning of the Public Toilets, the Parish Councils 21a High Street facility, The Hub and the Pavilion: : A short debate ensued and it was resolved to accept the lowest quotation from CHM for £450.00 per month to begin on 1st September 2025 on a three month probationary period which may then if both parties in the arrangement are satisfied with each other be further extended to a calendar year and also write to the other two cleaning contractors informing them they were unsuccessful. Action Clerk/Proper Officer/RFO.

17. Emergency & Resilience Plan: To include past hazards e.g. flooding, storms; vulnerable residents and locations; safe gathering places and keyholders; local skills and resources: after a short debate it was resolved that Cllr RC who has been working on this issue for some time should come back with further information to present to a future meeting. **Action Cllr RC.**

18. Finance & Staffing Committee: To recommend the adoption of the following employment related revised LALC policies that were resolved in principle at their committee meeting on the 8th August 2025.

- a) Complaints Procedure
- b) Discipline Procedure
- c) Grievance Procedure: it was resolved to accept these three policies as drafted and revised. **Action Clerk/Proper Officer/RFO.**

19. Financial Matters:

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

Unity Trust Bank is fully operational and working well with prompt authorisation of payments by signatories.

Some Lloyds accounts need closing, with only one being left open for cash deposits. To close these requires a branch visit. **Action the Chair of the Council and Cllr Grummitt.**

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

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

Bank Date	Supplier	Description	Net	VAT	Gross
04/08/25	Lincolnshire County Council	Village Hall Car Park Repairs	1,532.52	306.50	1,839.02
04/08/25	Michelle Ruzzak	Salary	1,660.50		1,660.50
04/08/25	John Money	Salary	1,517.64		1,517.64
04/08/25	Antony Shaw	Salary	3,176.40		3,176.40
31/07/25	Unity Trust Bank	Service Charge (Jul)	9.90		9.90
05/08/25	NEST	Pension	169.68		169.68
11/08/25	LALC	VAT Element of invoice not previously paid	15.00	3.00	18.00
15/08/25	Total Energies	Electricity (Health Clinic)	58.42	2.93	61.35

12/08/25	SSE	Electricity (Public Toilets)	116.71	5.84	122.55
15/08/25	NKDC	Refund of Council Tax Paid on 22/04/2025	-1,026.61		-1,026.61
18/08/25	SSE	Electricity (Public Toilets)	54.44	2.72	57.16
19/08/25	O2	Mobile Phone Contract	13.20		13.20

c) To approve a Schedule of Payments

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

Invoice Date	Supplier	Description	Net	VAT	Gross
31/07/25	Glendale Countryside	Grass Cutting	790.35	158.07	948.42
05/08/25	Wright, Lilley & Co	Payroll Processing (Jul)	83.00	16.60	99.60
05/08/25	HPC Design & Build Ltd	Install Air Conditioning Unit	1,250.00	250.00	1,500.00
05/08/25	HPC Design & Build Ltd	Call Out to Defective Air Con Unit	150.00	30.00	180.00
08/08/25	Viking Direct	Office Stationery	95.64	19.13	114.77
10/08/25	Gleam Kleaning	Office and Library Cleaning	60.00		60.00
25/07/25	Touch Times	Community Hub Greeting Cards	55.08		55.08
01/05/25	Wilson Alarm Systems	Supply new alarm battery	68.18	13.64	81.82
11/06/25	Wilson Alarm Systems	Install Dualtec Wireless Enforcer Alarm	16.00	3.20	19.20
12/08/25	Screwfix	Decorating Tools and Sundries	62.81	12.57	75.38
01/08/25	Paul Elmore	Window Cleaning	20.00		20.00
01/08/25	Microshade VSM	Cloud Hosting	208.40	41.68	250.08
01/08/25	Forum Computers	Microsoft 365 Monthly Subscription	21.72	4.34	26.06
19/08/25	Screwfix	Toilet Door Signs	13.70	2.75	16.45
21/08/25	Screwfix	Door Closer and Strimmer Line	32.65	6.53	39.18
22/08/25	Amazon (VAT 27)	Accident Report Book	8.31	1.67	9.98
22/08/25	BT	Broadband	44.60	8.92	53.52
26/08/25	Philip Baumber	Hedge Cutting	105.00	21.00	126.00

d) To approve a bank reconciliation.

The RFO presented a bank reconciliation to show that the council's accounts matched the bank balances taken from the online system on 25th August. 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.

- e) To receive a Finance Summary to 25th August 2025.

A summary of finance activity in the year to 25th August was presented, which showed:

Balance on 1 April	402,961.67
Income Received	135,514.09
Expenditure	80,646.92
Balance on 25 August	478,581.36

- f) To receive and approve a proposal for a new electricity contract.

The RFO is currently working with a broker to obtain the best prices for all the council's contracts.

It was **resolved** to delegate authority to the RFO to sign contracts on behalf of the council, so that prices could be secured before they expire.

- g) Events Group potential spending:

- i. F & F Climbing Wall
- ii. Extra "Road Closing" signs
- iii. Extra tarpaulins for stalls
- iv. New tarpaulin for the trailer
- v. Funding of two places on "Road Closure" training
- vi. Amber warning lights:

- h) Potential charge to the Showmen regarding power consumption: it was resolved to defer this item to the next meeting so the Chair of the Council may undertake further research. **Action the Chair of the Council.**

20. 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 to move into closed session.

21. The Chair and Proper Officer to update Members regarding ongoing Code of Conduct and associated issues: Members were updated on the current mediation process and matters of a more serious nature which are ongoing. **Action the Chair of the Council/Clerk.**

22. Finance & Staffing Committee: To report and make recommendations relating to staff: on the recommendation of the Finance and Staffing Committee establishment from their meeting on 8th August 2025. It was resolved to ratify the employment in permanent positions of John F Money as Clerk/Proper Officer and Tony Shaw as Responsible Financial Officer and the Chair of the Council to execute the relevant documentation forthwith. **Action the Chair of the Council.**

23. Date of the next meeting. Tuesday 30th September 2025.

24. Meeting Closed. 8:50pm

Appendix i

Homestead Fields and Quarry Close Section 106/111 agreements. Overview and brief explanation by officers of possible POS enhancement and eligible projects, i.e:

- a. Multi use games area (MUGA): After a short debate it was resolved that officers investigate this further with view to making an application to NKDC Section 106 allocations panel to ascertain the eligibility of a MUGA costing approximately £80,000. **Action officers.**
- b. Sports pavilion: During the debate it was noted that previously a sports pavilion had been designed and attained planning consent in 2007; also in 2016 a further consultation was undertaken with an architect from Shropshire these projects were noted and it was resolved that officers and committee members on the take further research before Making a request to the Section 106 panel. **Action officers.**
- c. Replacement park benches within the settlement: The parish council Handy person had prepared a schedule of all the existing benches and it was resolved that officers make a representation to the NKDC panel for replacement using Section 106 Money. **Action officers & Handy Person.**
- d. Enhancement to the play-parks equipment and their encompassed areas: It has come to the notice of officers that some of the areas to prevent injury from falling needed to be upgraded in the play park on Prince's Street. It was agreed to fence off one area with Heras fencing until remedial action could be taken and it was also resolved that officers Including the Handy Person prepare a schedule of improvement together with the external examiners report to be submitted to NKDC panel as before; it was also agreed that if this money was not forthcoming from Section 106 payments it would have to be funded from Parish Council reserves. **Action officers & Handy Person.**
- e. Village Hall enhancement (not repairs or renewals): A short debate took place about the possibility of enhancing the Village Hall. But at the moment that did not seem practical and it was resolved that officers research any lease or license agreements with view to negotiating with the Village Hall to ascertain where the repairing liability lies. **Action Chair of the council, Committee Chair & officers.**
- f. Provision of a new library: A short debate took place about the replacement of library facilities but no resolution was made.

6. Homestead Fields Section 106 agreement:

- a. Other commitments contained/omitted within the document for comment:

The Clerk/Proper officer went through the Section 106 agreements that related to Homestead Fields, Members were disappointed that there does not seem to be any planning obligations for education and that the planning obligation relating to primary healthcare was directed to a potential Primary Health Care Hub facility that is possibly going to be provided somewhere adjacent to the Lincoln East bypass. It was resolved that officers communicate with North Kesteven District Council and make their feelings of members known relating to the inadequacy of both education and primary healthcare provision. **Action Clerk/Proper Officer.**

8. Potential replacement of 21/21a High Street buildings: After a short debate it was resolved that the potential replacement of 21/21 a High Street is to be a re-occurring agenda item.