

METHERINGHAM PARISH COUNCIL

Address: 21a High Street, Metherringham, Lincoln LN4 3DZ, Tel: 01526 323100

Website: <http://parishes.lincolnshire.gov.uk/Metherringham/>

Chair of the Council: Cllr Mark Worthington, mworthington@metherringham-pc.gov.uk

Parish Clerk/Proper Officer: John F Money, parishclerk@metherringham-pc.gov.uk, Tel: 07775 692013

Responsible Finance Officer: Tony Shaw, rfo@metherringham-pc.gov.uk, Tel: 07824 811835

Membership : Councillor Mark Worthington, Chair of the Council (MWO); Councillor Julie Green (JG); Councillor Sarah Hunter-Leith (SHL); Councillor June Gwilym (JG); Councillor Asia O'Sullivan (AOS); Councillor Shirley Peek (SP); Councillor Catherine Redpath (CR); Councillor Terry Child (TC); Councillor Roy Grummitt (RG); Councillor Rob Castle (RC); Councillor Keith Parker(KP); Councillor Mike Westerman (MWe); Councillor Anthony Stephenson (AS) and one Vacancy.

John F Money, Clerk/Proper Officer; Tony Shaw, Responsible Financial Officer



Draft Minutes

The 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 28th October 2025 at 6.30pm**. There was be a Public Forum **at 6.15pm**, prior to the formal meeting, where members of the public, County and District Councillors, together with any other members of public bodies, could make short statements of up to 3 minutes.

Signed: *John F Money*

John F Money Clerk/Proper Officer

Attendance: Councillor Mark Worthington, Chair of the Council; Councillor Sarah Hunter-Leith; Councillor Julie Green; Councillor June Gwilym; Councillor Catherine Redpath; Councillor Asia O'Sullivan; Councillor Shirley Peek; Councillor Rob Castle; Councillor Terry Child; Councillor Anthony Stephenson; Councillor Mike Westerman; John F Money, Clerk/Proper officer; Tony Shaw, Responsible Financial Officer.

Public Forum

County Councillor Rob Kendrick spoke regarding household waste collections which is coming into force at the beginning of 2026. He also went on to speak about a summer concert and updated us on the volunteer scheme that the LCC Highways division administers and we have had the benefit of accessing it previously. He was later asked by a Member a question about the progress of requested zebra crossing near the garage on the Metherringham bypass/Station Road. He promised he would chase the Highways department and update the parish council at the next meeting.

Councillor June Gwilym reported regarding the police IAG and stated that the police are still underfunded.

AGENDA

The Meeting will continue 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 Chair of the Council read out the usual house-keeping rules and opened the meeting in formal session, then went on to outline the events of the previous day where a little 10year old girl had been seriously injured on the playpark where allegedly a youth threw a metal sign in her face. The police interrogated the footage on our CCTV system and found something of great interest to them.	
2.	To note apologies for absence	
	Cllr Roy Grummitt had tendered his apologies. The absence of Cllrs Grummitt and Parker were duly noted.	
3.	Members Declarations of Interest	
	a)	Members may make any declarations of interest at any point during the meeting
	b)	To consider and accept dispensation requests received by the Proper Officer
	c)	Members are reminded to review their Interest form held by NKDC whenever any change of circumstances has occurred
		None given or applied for.
4.	To ratify the draft minutes (for accuracy purposes only) of the Full Council meeting on 26th August 2025	
	The minutes were accepted but were unsigned due to police presence in the Clerk's office which precluded printing, The Chair to endorse accordingly at the next Full Council meeting.	
	b)	Council to discuss completed and outstanding action items from previous minutes
		The Clerk reported that all outstanding items were agenda items.
5.	Co-option of a Councillor: Resolve to fill one vacant place on the Parish Council from any applications received	
	Members had been emailed the Application form from one applicant who gave a short bio and reasoning why he wanted to become a Parish Councillor, he answered one question from a Member, then the Chair went straight to the vote which was unanimous, exceeding the 50% +1 majority required to elect a new Member. The Chair welcomed Councillor Anthony Stephenson the join the meeting.	
6.	Events Working Group: F&F de-brief and an update about Remembrance Sunday	
	Cllr Catherine Redpath gave a short summary of the Fayre and Feast and all agreed it had been a great success far exceeding many people's expectations and far better than in many previous years. A de-brief meeting to take place shortly. The order of service for Remembrance Sunday was discussed and it was resolved to go with the draft document as drafted, all other issues appertaining to the event was covered.	
7.	Fen Road Public Toilets: review	

	The cleaning contractors seem to be providing a satisfactory service and apart for some minor hic-ups relating to opening hours the Parish Council are once again providing this valuable service to both members of the parish and visitors.
8.	Village Hall: Update to Members
	Nothing to report, the Chair of the Council and the Clerk to attend the next VH meeting and report back to Members at the next meeting. Action Chair & Clerk.

9.	Planning & Environment Committee:	
	Nothing to report, but it was resolved the Clerk is to inquire on the progress of the proposed Old Windmill development from the LPA. Action Clerk.	
	a)	Update regarding extra storage facility
		The Clerk showed Members of a drawing he had prepared, it was resolved he should send a copy to NKDC to enquire if it reached the criteria for S106 funding. Action Clerk.
	b)	Update on the proposed replacement buildings 21a High Street
		The Clerk reported that he believed the procurement grant aid scheme he had previously spoken about was no longer available. He showed Members some architectural drawings he had prepared in the past and said he was willing to carry out the pre-commencement planning and procurement works required as an employee of MPC rather than as a consultant. It was resolved that this was a way forward. Action Clerk, Planning & Environment Committee
	c)	Grass cutting schedule
		While this is ongoing the maps required were unable to be sourced for this meeting it was resolved to defer this item to the next meeting. Action Clerk, Handy Person.
	d)	Tree Survey and remedial action
		While the documents had been sent to four contractors, only one quotation had been sourced, but it was noted this work is ideally carried out in Jan/Feb it was resolved to defer this item to the next meeting to attain more quotations. Action Clerk, Handy Person.
	e)	Hedge cutting around the playing fields
		After some debate it was resolved to request Philip Baumber to cut the hedges listed for their quoted sum £650.00 as they are our regular hedge cutting contractor and there are some H & S issues to consider. It was noted we still require a contractor with a reciprocating knife hedge trimmer to cut the hedge behind the houses on Princess Margaret Avenue. Action Clerk, Planning & the Environment Committee
10.	Princes Street Playpark:	
	a)	Mr. Treehouse
		The Clerk confirmed he had spoken to 'Mr Treehouse' on the telephone and he had emailed back to say all of the of the remedial work listed in 2023 had been carried out. It was pointed out that possibly only two items had been addressed and then sent the Playpark inspection schedule highlighting discrepancies and actions requiring addressing, together with other correspondence. The Clerk reported he had heard nothing back from the company at the time of the meeting. It was resolved the Clerk and the RFO should procure other contractors to carry out this work Due to the urgency of the matter. Action Clerk & the RFO.

	b)	S106 allocation
		Several items including upgrading all of the fall protection were discussed and it was resolved the Officers should endeavor to enquire further regarding the criteria of this spending. Action Clerk & the RFO.
11.	Mower: Update and further instructions to officers deferred item from the last meeting	
	While this is ongoing the and maps required were unable to be sourced for this meeting it was resolved to defer this item to the next meeting. Action Clerk, Handy Person.	
12.	Road Sweeper: to resolve disposal.	
	It was resolved to sell this item for scrap value. Action Clerk & the RFO.	
13.	Church Wall Graffiti: Information to Members	
	It was reported that there had been some graffiti on the Churchyard wall, this paint has been sprayed on some delicate limestone walling. The District Council look after the closed churchyard of Saint Wilfrid and have agreed to address the removal of this graffiti The Clerk has reminded the DC harsh chemicals must not be used due to the porosity of the limestone walling. This mindless vandalism has been posted on the Parish Council Facebook page. Action Clerk to keep Members informed	
14.	Planning: update of applications and decisions received by the Proper Officer	
	It was noted that there had been no pending applications for Members to comment on. It was also noted that Members would like an update on the live application that relates to the Old Windmill on Princes Street. It was resolved that the Clerk makes representations to the LPA. Action Clerk.	
15.	Emergency & Resilience Plan: update to Members	
	On going. with Cllr Rob Castle it was resolved he is to report back to the next meeting. Action Cllr R Castle.	
16.	Library 10 year anniversary: Cllr Mike Westerman to report and make requests to the Council for resolution	
	Cllr Mike Westerman reported on the momentous occasion and it was resolved the sum of £100.00 be allocated to replace the flag plus funding for the commemoration event on the 19 th November 2025. Action Cllr Mike Westerman & the RFO.	
17.	Policies:	
	a)	Acceptance of Draft Grants Policy
		It was resolved the Grants and donations policy be adopted as drafted. Action RFO (LALC Webmaster).
	b)	Grant eligibility on Metheringham Airfield Gardening Club Grant already awarded.

		The grant application from MAVC for £1,350.00 was resolved therefore approved. Action the RFO
		It was resolved that the grant awarded for a specific project be converted into a donation to be spent on other projects they are involved in in the village. Action the RFO for noting.
	c)	Further policy reviews
		It was resolved to accept the training and Development Policy as drafted
		The Clerk said he would like to bring at least two policies forward to each full council meeting for adoption. Action the Clerk.
18.	Finance:	
	a)	To receive an update on Lloyds Bank account closures
		No progress. Cllrs Worthington and Grummitt need to visit a Lincoln branch together to request their closure.
	b)	To receive an update on Unity Trust Bank mandate
		A mandate has been submitted to add Cllr Redpath as a signatory and remove Cllr Pembury. An application form has also been submitted to apply for a Corporate Multipay Card.
	c)	To note any significant items of income
		Income noted as per Appendix 1.
	d)	To ratify any payments made since the last meeting, that were not previously presented for approval
		RESOLVED: All payments in Appendix 2 were ratified.
	e)	To approve a Schedule of Payments
		RESOLVED: All payments in Appendix 3 were approved.
	f)	To approve a bank reconciliation to 26th October 2025
		RESOLVED: The bank reconciliation was approved, as per Appendix 4.
19.	AGAR: An update on the 2023-24 and 2024-25 Annual Returns	
		PKF Littlejohn has signed off the 2023-24 AGAR and their final report is published on the council's website. They are now reviewing the 2024-25 AGAR.
20.	IT Support: To discuss the council's IT support contract with Microshade	
		The RFO presented an explanation of the service Microshade provides, for the annual cost of around £3,000. An alternative would be to bring IT back in-house with all data hosted on the Clerk's machine, at no cost to the council. Its GOV.UK domain and email accounts could be

	moved to Cloud Next, a government approved registrar, who would host these for £150 per year. RESOLVED: Council resolved to terminate the contract with Microshade and move its domain and emails to Cloud Next.
	<i>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.</i>
	<i>It was proposed seconded and resolved to move the meeting into closed session.</i>
21.	The Chair and Proper Officer to update Members: regarding the ongoing Code of Conduct and Mediation process. following a meeting between the Chair of the Council Cllr Mark Worthington; Kim Robertson (Monitoring Officer); Marcella Heath (Deputy Monitoring Officer) and the Clerk/Proper Officer of this Council. Resolution on further procedures to be taken.
	The Chair of the Council and the Clerk had a Teams meeting with Kim Robertson the Monitoring Officer and Marcella Heath the Assistant Monitoring Officer from North Kesteven District Council the previous evening. During that meeting it was noted that the charges previously alleged regarding malicious communication related to an individual who is not a member of Metherringham Parish Council. They were further informed by Inspector Rachel Blackmore of Lincolnshire Police today that this allegation relating to a non-member of this council was lodged on the 20th of August 2025 and by the 27th of August 2025 Lincolnshire Police had decided not to continue with a prosecution as the material did not meet the required threshold for prosecution. Therefore, we can further confirm to our parishioners that there are no criminal charges against any Member, Officer or other Colleague of Metherringham Parish Council and never has been, despite inferred allegations to the contrary. The Monitoring Officer is continuing with the mediation and advisory process and hopefully now we'll be able to bring it all to a conclusion in the not-too-distant future. It was resolved to close this matter until information becomes available.
22.	Officer's remunerations review: pensions etc.
	It was resolved to enrol one Officer into the council NEST pension scheme and the Other Officer be compensated to equal net cost to the Council by adjusting the JTC Spinal Point
23.	Date of the next meeting
	25th November 2025
	The Chair of the Council closed the meeting at 8: 57pm, he thanked all for their attendance and wished them a safe journey home.

Appendix 1: Income Received

Received	Received From	Description	Amount
30/09/25	Diana Stephenson	Stall Fee	10.00
30/09/25	Unity Trust	Bank Interest	21.86
30/09/25	Unity Trust	Bank Interest	1,894.65
03/10/25	Branston Potatoes	Sponsorship of Fayre & feast	500.00
06/10/25	Amanda Dickinson	Stall Fee	10.00
08/10/25	S Marshall	Stall Fee	10.00
16/10/25	Lincolnshire County Council	2025-26 Grass Cutting Contribution	5,254.42
15/10/25	NKDC	CIL payment for Apr 25 to Sep 25	7,457.35
30/09/25	NKDC	Precept Payment 2 of 2	98,550.00
09/10/25	Lloyds Bank	Bank Interest	1.68
01/10/25	Janet Wheeler	Walking Group	10.88
29/09/25	Library/Hub Cash	Deposit Ref: 500344	138.15
21/10/25	HMRC	VAT Refund for 2025-26 (Apr to Sep)	7,373.39
27/10/25	Lincolnshire County Council	2024-25 Grass Cutting Contribution	5,165.36
27/10/25	Total Energies	Credit Refund	3,764.13

Appendix 2: Payments Ratified

Bank Date	Supplier	Description	Net	VAT	Gross
30/09/25	Unity Trust Bank	Service Charge	11.25		11.25
03/10/25	NEST	Pension	122.75		122.75
09/10/25	Clive Watson	Wasp Nest Treatment on Playing Field	50.00		50.00
23/10/25	Confetti Magic Ltd	Confetti Cannons	230.00	46.00	276.00
09/10/25	John Marshall	Fayre & Feast Host	150.00		150.00
15/10/25	O2	Mobile Phone Contract	13.20		13.20
07/10/25	Lloyds Bank	Service Charge	4.25		4.25
28/10/25	NKDC	Library Council Tax	103.00		103.00

Appendix 3: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross	Reimburse
30/09/25	Sunbelt Rentals	Heras Fencing Hire	150.20	30.04	180.24	
30/09/25	Glendale Countryside	Grass Cutting	790.35	158.07	948.42	
01/10/25	Screwfix	Nitrile Gloves	9.16	1.83	10.99	
03/10/25	Amazon	Amazon Business Prime Subscription	114.00		114.00	A Shaw
04/10/25	Amazon (VAT 27)	Till Rolls (20) for the Community Hub	12.88	2.58	15.46	A Shaw
06/10/25	Amazon (VAT 21)	Maple Leaf Decorations	5.74	1.15	6.89	A Shaw
06/10/25	Amazon (VAT 21)	Garlands	8.32	1.66	9.98	A Shaw
06/10/25	Rainbow Eco Limited	Glitter	4.12	0.83	4.95	A Shaw
06/10/25	Amazon (VAT 27)		3.32	0.66	3.98	A Shaw
06/10/25	Screwfix	Funnel for Mower Refuelling	4.56	0.91	5.47	

06/10/25	Screwfix	Toilet Roll Holder (x2) for Public Toilets	14.98	3.00	17.98	
07/10/25	Amazon (VAT 27)	3-way Multi Plug	11.31	2.26	13.57	A Shaw
07/10/25	Screwfix	Trailer Wheel Clamp and Yellow Marking Paint	76.30	15.26	91.56	
07/10/25	Trophies Plus Medals Ltd	Fayre & Feast Ruler Trophy	22.46	4.49	26.95	C Redpath
08/10/25	Amazon (VAT 27)	Art & Craft Acrylic Jewels	6.62	1.33	7.95	A Shaw
09/10/25	Amazon (VAT 21)	Fayre & Feast Ruler - Sash	4.16	0.83	4.99	A Shaw
09/10/25	Amazon (VAT 21)	Fayre & Feast Ruler - Red Ribbon	8.32	1.67	9.99	A Shaw
18/10/25	Brian Hellyer	Magician	360.00		360.00	
09/10/25	Screwfix	LED Light	10.32	2.07	12.39	
01/09/25	Forum Computers	Microsoft 365 Monthly Subscription	21.72	4.34	26.06	
14/10/25	Heroes Assemble	Two Heroes for the Fayre and Feast	200.00		200.00	
15/10/25	Shazian Holdings Ltd	Sash Embroidery	7.00		7.00	
16/10/25	Amazon (VAT 27)	Two A5 Diaries (2026) for the Community Hub	10.74	2.16	12.90	A Shaw
17/10/25	Nyalkaran Limited	A4 Diary for the Clerk	8.29	1.66	9.95	A Shaw
16/10/25	EON Energy	New Street Light Columns (Tennyson Close)	1,350.00	270.00	1,620.00	
01/10/25	Microshade VSM	Cloud Hosting	202.02	40.40	242.42	
16/10/25	Screwfix	Tarpaulin	122.12	24.42	146.54	
16/10/25	Screwfix	Latex Gloves	21.65	4.33	25.98	
18/10/25	KC Redden	Whiskey Rose Entertainment	150.00		150.00	
18/10/25	Tony Castle	Astra (Band)	250.00		250.00	
20/10/25	Contractor Total Solutions	Security Services	480.00		480.00	
20/10/25	DB Entertainment	Climbing Wall	859.00	171.80	1,030.80	
18/10/25	Helen Maltby	Face Painting	200.00		200.00	
22/10/25	BT	Broadband	44.60	8.92	53.52	
22/10/25	Screwfix	Tarpaulin (REFUND)	-118.71	-23.74	-142.45	
24/10/25	Amazon (VAT 27)	3-way Multi Plug	13.32	2.67	15.99	A Shaw
24/10/25	Amazon (VAT 21)	Lenovo Laptop Charger (Cllr Laptop)	8.32	1.67	9.99	A Shaw
23/10/25	Amazon (VAT 27)	Bosch Measuring Wheel	49.97	9.99	59.96	A Shaw
23/10/25	PKF Littlejohn	External Audit of 2023-24 Annual Return	420.00	84.00	504.00	
25/10/25	Leigh Hitch	Solo Singer/Guitarist	75.00		75.00	
16/10/25	Shugs Sweets	Sweet Cones	20.00		20.00	
20/10/25	Paul Etccl	STARK Band	600.00		600.00	

Appendix 4: Bank Reconciliation

Bank Account	Cashbook Balance	Bank Statement
Lloyds Treasurers	9,987.42	9,987.42
Lloyds Bus Bank Instant	3,496.53	3,496.53
Lloyds Library	4.25	4.25
Lloyds Instant Access	5.03	5.03

Unity Current	30,842.89	39,669.38
Unity Instant Access 660	0.00	0.00
Unity Instant Access 673	481,099.86	481,099.86
Total	525,435.98	534,262.47