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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

Vice Chair of the Council Cllr Catherine Redpath credpath@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



Draft Minutes of a Full Council Meeting of Metherringham Parish Council, which was held in the Parish Council Office, High Street, Metherringham, LN4 3DZ on **Tuesday 27th January 2025 at 6.30pm.**

There was 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, had the opportunity to make short statements of up to 3 minutes. The Public Forum will last for a maximum of 15 minutes in total.

Public Forum

Cllr Rob Kendrick updated the members of the council relating to the budget proposals that way of being put before the Lincolnshire County Council proposed cuts in highway spending. Also, it was likely council tax rate would go up by 4.99%

AGENDA

The meeting will continue in formal session. The Chair of the Council may move the meeting out of formal session in very extenuating circumstances to allow a member of the public to speak.

1. Chair of the Council opened the meeting in formal session and read the usual housekeeping matters. The Chair of the Council went on to inform Members that the mediation process with linked with North Kesteven District Council had now been ceased as they were confident the Parish Council was now being managed in a proper manner

2. To note apologies for absence.
Cllrs Asia O'Sullivan; Rob Castle

3. Declarations of Interest:

- | | |
|----|---|
| a) | To receive declarations of interest relating to any of the agenda items below
None |
| b) | To record any dispensations granted
None |

4.	To Co-opt a replacement Member to the Council. Cllr David Taylor was duly enrolled as a Member of the Parish Council and completed the relevant declaration of acceptance of office form. Action Clerk to inform NKDC.
6.	Clerk's Report: An update on actions arising from previous meetings.
7.	FINANCE:
a)	To note any income received since the meeting on 25 November 2025 Income noted as per Appendix 1.
b)	To note any internal bank transfers since the meeting on 25 November 2025 Bank transfers noted as per Appendix 2.
c)	To ratify any payments made since the last meeting on 25 November 2025 RESOLVED: All payments in Appendix 3 were ratified.
d)	To approve a Schedule of Payments RESOLVED: All payments in Appendix 4 were approved.
e)	To approve a bank reconciliation to the end of December 2025 RESOLVED: The bank reconciliation was approved, as per Appendix 5.
f)	To receive a budget proposal for 2026-27 RESOLVED: Budget approved, as per Appendix 6.
g)	To consider the council's ear marked reserves RESOLVED: Allocation of funds to reserves approve, as per Appendix 7.
h)	To agree the precept for 2026-27 RESOLVED: A precept of £205,500 was approved.
i)	To agree the Fayre & Feast revised budget RESOLVED: A budget of £6,000 was agreed
j)	To authorise a Land Registry account RESOLVED: Purchase of a Land Registry account was approved.
k)	To note the purchase of a new laptop for the Clerks use. Purchase noted.
8. Tree Belt and open space on Dunston Road: Resolved to wait for the tree works to be carried out by the developer before making any decisions. Action Clerk.	
9. Princes Street Play Park Area: Resolved to delegate to P & E Committee to further progress.	
a. Pavilion and Star and Garter Field Leases. Resolved to delegate officers' authority to deal in conjunction with the Chair & Vice Chair. Action all mentioned.	

<p>b. Muga and Padel Court proposals: Resolved to delegate authority to P & E Committee to deal. Action all mentioned</p>
<p>c. Section 106 money: Resolved to delegate authority to P & E Committee to deal on a submission-by-submission basis and bring recommendations back to Full Council. Action all mentioned</p>
<p>10. Village Hall: Resolved to accept the Memorandum of Understanding and the Schedule of Wants of Repair as a basis of a way forward. The Clerk to write up individual schedule of work as required. Action Clerk.all mentioned</p>
<p>11. Tree & Hedge Cutting Works: The Clerk informed Members the tree works recommended in the NKDC yearly schedule were almost complete And the hedge to the rear of the Princes Street Council houses had been cut on one side by person or persons unknown. A resident had complained about the standard of the work carried out.</p>
<p>12. Dunston Road Land:</p>
<p>13. Proposed Capital Works: Resolved to give authority to Committee to deal and report back proposals and related costings to Full Council. Action all mentioned</p>
<p>14.Events Working Group: the Vice Chair updated Members on the progress of this coming years events.</p>
<p>15. Appoint the Internal Auditor for the year 2025/25: RFO to update. a) To receive an update on outstanding actions from the 2024-25 internal audit.</p>
<p>16. Emergency Plan: To receive an update. The draft plan is now with NKDC officers. Action Cllr Rob Castle</p>
<p>17. LCC Volunteer Scheme: Members to consider any projects worthwhile of submission. Action all mentioned</p>
<p>18. Community Speed watch: To receive an update from Cllr June Gwilym.</p>
<p>15. Policies: To adopt any policies drafted since the last meeting. Resolved delegating authority to officers and committees to deal in the light of current and forth. Action all mentioned</p>
<p>20. Planning Applications Pending:</p> <p>a. Application 25/1576/HOUS 3 St Wilfrid's Close Metherringham; Application 25/1507/HOUS 14 Bentley Way Metherringham Resolved to support the above applications. Action the Clerk.</p> <p>b. The Old Mill development; No further progress in the application to date.</p> <p>c. Rush Close naming (for information only).</p>

21. Finance and Staffing Committee: After a short debate it was resolved to leave the policies as they are for the time being and update as required. **Action Clerk/RFO to advise Members accordingly**

22. LALC payment for training; It was resolved that the Council pay for the LALC training scheme for this coming financial year **Action RFO.**

Date of the next meeting: 24th February 2026

Appendix 1: Income Received

Received Date	Receiving Account	Received From	Description	Amount
26/11/25	UTY Current	Wave	Credit Refund (Library)	497.57
01/12/25	LYD BB Instant	Janet Wheater	Walking Group	10.88
02/12/25	LYD BB Instant	George Huckle	Allotment Plot 4	30.00
02/12/25	LYD BB Instant	Hub Cash	Deposit Ref: 500348	133.20
09/12/25	LYD BB Instant	Lloyds Bank	Bank Interest	1.86
12/12/25	UTY Current	Wave	Credit Refund (Sports Field)	781.31
31/12/25	UTY IA 660	Unity Trust	Bank Interest (Oct to Dec)	3.83
31/12/25	UTY IA 673	Unity Trust	Bank Interest (Oct to Dec)	2,495.35

Appendix 2: Internal Bank Transfers

Bank Date	From Account	To Account	Amount	Reason
26/11/25	UTY IA 673	UTY Current	10,000.00	To cover payments
24/11/25	LYD Treasurers	LYD Library	12.78	To cover service charge
30/12/25	UTY IA 673	UTY Current	15,000.00	To cover payments
05/01/26	UTY IA 660	UTY Current	3.83	Flush balance to the Current Account

Appendix 3: Payments Ratified

Bank Date	Account Paid From	Supplier	Description	Net	VAT	Gross
16/10/25	LYD Library	Lloyds Bank	Service Charge (Oct)	4.25		4.25
07/11/25	LYD Treasurers	Lloyds Bank	Service Charge (Nov)	4.25		4.25
10/11/25	LYD Library	Lloyds Bank	Overdrawn Interest	0.01		0.01
17/11/25	LYD Library	Lloyds Bank	Service Charge (Nov)	4.25		4.25
28/11/25	UTY Current	NKDC	Library Council Tax (Nov)	103.00		103.00
30/11/25	UTY Current	Unity Trust Bank	Service Charge (Nov)	19.35		19.35
01/12/25	UTY Current	John Money	Salary (Nov)	2,138.68		2,138.68
01/12/25	UTY Current	Michelle Ruzzak	Salary (Nov)	1,244.52		1,244.52

01/12/25	UTY Current	Antony Shaw	Salary (Nov)	1,907.60		1,907.60
01/12/25	UTY Current	Antony Shaw	WFH Allowance (Nov)	26.00		26.00
01/12/25	UTY Current	HMRC	PAYE (Nov)	2,256.49		2,256.49
01/12/25	UTY Current	Chores Hygiene Management Ltd	Cleaning (Nov)	480.00	96.00	576.00
01/12/25	UTY Current	Lincolnshire County Council	Road Opening Permit (paid on behalf of EON Energy)	305.00		305.00
04/12/25	UTY Current	NEST	Pension (Nov)	333.65		333.65
08/12/25	LYD Treasurers	Lloyds Bank	Service Charge (Dec)	4.25		4.25
17/12/25	UTY Current	O2	Mobile Phone Contract (Dec)	13.20		13.20
23/12/25	UTY Current	Total Energies	Electricity (Health Clinic) 21/10/25 to 30/11/25	227.78	11.39	239.17
23/12/25	UTY Current	Total Energies	Electricity (Library) 01/11/25 to 30/11/25	173.04	8.66	181.70
23/12/25	UTY Current	Microshade VSM	Termination Fees	606.06	121.22	727.28
23/12/25	UTY Current	Wright, Lilley & Co.	Payroll Processing (Nov)	58.00	11.60	69.60
23/12/25	UTY Current	Forum Computers	Microsoft 365 Subscription (Dec)	21.72	4.34	26.06
23/12/25	UTY Current	Sunbelt Rentals	Heras Fencing Hire (Nov)	115.20	23.04	138.24
23/12/25	UTY Current	Sunbelt Rentals	Heras Fencing Hire (Oct)	132.48	26.50	158.98
23/12/25	UTY Current	Glendale Countryside	Grass Cutting (Nov)	116.55	23.31	139.86
23/12/25	UTY Current	EON Energy	Street Light Maintenance (Oct to Dec)	585.00	117.00	702.00
23/12/25	UTY Current	Paul Elmore	Window Cleaning (Dec)	20.00		20.00
23/12/25	UTY Current	Philip Baumber	Hedge Cutting (Star & Garter and Playing Field)	650.00	130.00	780.00
23/12/25	UTY Current	Screwfix	Waterproof Box Kit for the Memorial Garden	23.32	4.67	27.99
23/12/25	UTY Current	Halfords	Batteries for the Hub Clock	5.00		5.00
23/12/25	UTY Current	Amazon (VAT 27)	A3 Laminator	24.99	5.00	29.99
23/12/25	UTY Current	Amazon (VAT 27)	A3 and A4 Laminator Pouches	14.06	2.82	16.88
23/12/25	UTY Current	Amazon (VAT 27)	Electric Fan Heater	10.41	2.08	12.49
23/12/25	UTY Current	Amazon (VAT 27)	Coir Mat	8.07	1.61	9.68
23/12/25	UTY Current	Amazon (VAT 27)	Pritt Sticks	3.34	0.66	4.00
23/12/25	UTY Current	Freedom Fire & Security Ltd	CCTV Repairs	150.00	30.00	180.00
23/12/25	UTY Current	Amazon (VAT 27)	Door Handle for the Hub	13.16	2.63	15.79
24/12/25	UTY Current	EON Next	Electricity (Sports Field) 01/09/25 to 30/11/25	857.05	40.85	897.90
29/12/25	UTY Current	NKDC	Library Council Tax (Dec)	103.00		103.00
31/12/25	UTY Current	Unity Trust Bank	Service Charge (Dec)	8.40		8.40
05/01/26	UTY Current	John Money	Salary (Dec)	1,559.76		1,559.76
05/01/26	UTY Current	Michelle Ruzzak	Salary (Dec)	1,174.03		1,174.03
05/01/26	UTY Current	Antony Shaw	Salary (Dec)	1,104.32		1,104.32
05/01/26	UTY Current	Antony Shaw	WFH Allowance (Dec)	26.00		26.00
05/01/26	UTY Current	HMRC	PAYE (Dec)	1,495.77		1,495.77
05/01/26	UTY Current	BT	Broadband (Dec)	44.60	8.92	53.52

05/01/26	UTY Current	SSE	Electricity (Toilets)	216.57	10.83	227.40
08/01/26	UTY Current	NEST	Pension (Dec)	218.49		218.49
14/01/26	UTY Current	O2	Mobile Phone Contract (Jan)	13.20		13.20
21/01/26	UTY Current	SSE	Electricity (War Memorial) 05/09/25 to 14/12/25	315.07		315.07
22/01/26	UTY Current	Paul Reynolds Plumbing	Unblock village hall and public toilet drains	160.00		160.00
23/01/26	UTY Current	Total Energies	Electricity (Health Clinic) 01/12/25 to 31/12/25	163.27	8.16	171.43
23/01/26	UTY Current	Total Energies	Electricity (Library) 01/12/25 to 31/12/25	148.26	7.41	155.67

Appendix 4: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross
30/12/25	Amazon (VAT 27)	Clerk's Laptop	399.99	80.00	479.99
19/12/25	LALC	Annual Membership for 2026-27	796.66		796.66
31/12/25	Chores Hygiene Management Ltd	Cleaning (Dec)	480.00	96.00	576.00
02/01/26	Screwfix	Demarcation Tape (Tree Surgeon)	8.82	1.77	10.59
22/01/26	BT	Broadband (Jan)	44.60	8.92	53.52
06/01/26	Wright, Lilley & Co.	Payroll Processing (Dec)	45.50	9.10	54.60
01/01/26	Forum Computers	Microsoft 365 Subscription (Jan)	21.72	4.34	26.06
31/12/25	Sunbelt Rentals	Heras Fencing Hire (Dec)	132.48	26.50	158.98
26/11/25	Aswarby Estate	Christmas Tree	200.00	40.00	240.00
11/01/26	Contractor Total Solutions	CCTV Service at the Village Hall	120.00		120.00
20/11/25	M Gladwin Electrical	Carry out EICR remedial works as per quote GEN-512-DD	2,147.46	429.49	2,576.95
15/01/26	Paul Elmore	Window Cleaning (Jan)	20.00		20.00
21/01/26	EON Energy	New Street Light Columns (Kings Road)	9,145.00	1,829.00	10,974.00
21/01/26	EON Energy	New Street Light Columns (Princes Street)	1,865.00	373.00	2,238.00

Appendix 5: Bank Reconciliation

Account	Start of Year Balance	Current Balance
Lloyds		
LYD Treasurers	21,394.16	9,966.14
LYD BB Instant	366,035.52	4,042.79
LYD Library	4,123.56	8.52
LYD IA	9,697.53	5.03
Unity Trust		
UTY Current	0.00	10,295.59

UTY IA 660	0.00	0.00
UTY IA 673	0.00	448,595.21
Hub/Library Cash	1,710.90	
Total	402,961.67	472,913.28
Expected Income		3,240.58
Committed		-57,797.38
2025-26 VAT to reclaim		12,452.25
End of Year Forecast		430,808.73

Appendix 6: Budget for 2026-27

Income	2025-26			2026-27
	Actuals YTD	Expected	End of Year Forecast	Budget
Allotments	30.00	0.00	30.00	0.00
Bank Interest	5,774.03	1,900.00	7,674.03	7,200.00
CIL	7,938.46	0.00	7,938.46	0.00
Council Tax Refund	1,213.26	0.00	1,213.26	0.00
Fayre & Feast	975.00	250.00	1,225.00	0.00
Hub Cash	2,943.33	0.00	2,943.33	0.00
Hub Room Hire	108.80	0.00	108.80	0.00
LCC Grass Cutting	12,833.25	0.00	12,833.25	5,200.00
LCC Hub Grant	5,167.00	0.00	5,167.00	0.00
LCC Litter Picking Grant	0.00	1,090.58	1,090.58	0.00
Precept	197,100.00	0.00	197,100.00	205,500.00
Sundry Income	100.00	0.00	100.00	0.00
Total Energies Refund	3,764.13	0.00	3,764.13	0.00
VAT Refund	35,145.43	0.00	35,145.43	0.00
Wave Refund	1,278.88	0.00	1,278.88	0.00
Total	274,371.57	3,240.58	277,612.15	217,900.00

Net Expenditure	2025-26			2026-27
	Actuals YTD	Committed	End of Year Forecast	Budget
Alarms	1,680.21	0.00	1,680.21	1,200.00
Bank Charges	168.02	32.50	200.52	150.00
Broadband	486.16	44.60	530.76	700.00
Business Contingency	0.00	0.00	0.00	0.00
CCTV	285.00	0.00	285.00	500.00
Christmas Tree	200.00	0.00	200.00	250.00
Cleaning	2,310.00	960.00	3,270.00	6,000.00
Community Hub	253.51	0.00	253.51	100.00
Consultation	239.16	0.00	239.16	0.00
Council Tax	1,026.61	206.00	1,232.61	1,300.00

Credit Card	227.70	0.00	227.70	0.00
Election Costs	0.00	0.00	0.00	0.00
Electricity (Health Clinic)	1,622.46	170.77	1,793.23	1,500.00
Electricity (Library)	422.92	203.28	626.20	150.00
Electricity (Public Toilets)	1,527.86	0.00	1,527.86	1,500.00
Electricity (Sports Field)	1,167.33	0.00	1,167.33	350.00
Electricity (War Memorial)	1,168.69	0.00	1,168.69	1,000.00
Event Equipment	487.45	0.00	487.45	500.00
Fayre & Feast	4,718.21	0.00	4,718.21	3,000.00
Garden Waste	69.00	0.00	69.00	100.00
Grants Awarded	7,312.50	0.00	7,312.50	10,000.00
Grass Cutting	7,312.58	0.00	7,312.58	8,000.00
ICO	47.00	0.00	47.00	47.00
Insurance	4,903.05	0.00	4,903.05	5,500.00
IT Provision	3,034.07	43.44	3,077.51	510.00
LALC	1,396.66	0.00	1,396.66	700.00
Maintenance	5,085.10	8.82	5,093.92	5,000.00
Mobile Phone	92.40	13.20	105.60	170.00
Office Admin	679.08	20.82	699.90	500.00
Office Equipment	1,363.42	6.54	1,369.96	500.00
Office/Hub Rebuild	0.00	0.00	0.00	0.00
Payroll Processing	482.00	103.50	585.50	840.00
PKF Littlejohn	420.00	0.00	420.00	450.00
Play Parks	1,030.36	126.72	1,157.08	0.00
Public Toilet Sundries	170.85	0.00	170.85	500.00
Remembrance Day	322.59	0.00	322.59	200.00
Rialtas	203.00	0.00	203.00	0.00
Staff Costs	81,079.63	7,770.52	88,850.15	90,000.00
Street Furniture	971.58	0.00	971.58	5,000.00
Street Light Electricity	14,536.53	10,000.00	24,536.53	25,000.00
Street Light Maintenance	51,752.50	12,150.00	63,902.50	30,000.00
Trees & Hedges	1,655.00	4,950.00	6,605.00	3,000.00
TV Licence	174.50	0.00	174.50	200.00
VE Day	1,558.64	0.00	1,558.64	0.00
Village Hall Hire	163.13	67.50	230.63	200.00
Village Hall Maintenance	2,427.46	0.00	2,427.46	5,000.00
Water (Library)	0.00	44.52	44.52	200.00
Water (Public Toilets)	427.76	152.44	580.20	1,000.00
Water (Sports Field)	0.00	19.44	19.44	100.00
Window Cleaning	140.00	22.00	162.00	120.00
Total	206,801.68	37,116.61	243,918.29	211,037.00