

Metheringham Parish Council

Minutes of the Full Council Meeting

Held on Tuesday 31st March 2026 at 6.30pm

Parish Council Office, High Street, Metheringham

Present: Cllrs Mark Worthington (Chair), Catherine Redpath (Vice Chair), June Gwilym, Mike Westerman, David Taylor, Sarah Hunter-Leith, Anthony Stephenson (Chair of Staffing & Finance Committee), Rob Castle, Roy Grummitt (Chair of the Planning & Environment Committee) and Shirley Peek.

Clerk: Notes of the meeting taken by Councillor Hunter-Leith

Public Forum

A member of the public was present and raised concerns regarding parking issues in the vicinity of her property in Metheringham.

Members noted that the matter falls under the remit of the Highways Authority. It was agreed that the Parish Council would support the resident by actioning the clerk to write to the individual concerned to request more considerate parking.

A report was also received from Cllr Rob Kendrick (County Councillor), who was in attendance.

Action: Clerk

1. Chair's Opening Remarks and Housekeeping

The meeting was opened by the Chair, who welcomed those present and made the usual opening remarks.

2. Apologies for Absence

Apologies for absence were received from the Parish Clerk and the Responsible Finance Officer.

3. Declarations of Interest

a) No declarations of interest were received in relation to any agenda items.

b) No dispensations were granted.

4. Minutes

The approval of the minutes was deferred.

5. Co-option of Members

Members considered the co-option of up to two members to fill existing vacancies.

It was noted that one applicant, Nicola Curwen, had previously attended a Council meeting and addressed Members, as she was unable to attend this meeting due to being on holiday.

It was **resolved** to co-opt Nicky Curwen onto the Parish Council.

It was noted that following this co-option, two vacancies remain. The statutory period for the third vacancy has not yet elapsed.

6. Star & Garter – Car Rally Request

Members considered a request from the Star & Garter public house to use a portion of the Star and Garter field to hold a monthly car rally from April to October.

Concerns were raised regarding the suitability of the event, including ground conditions, use of the football pitch, and general safety considerations. Members discussed the need for appropriate risk assessments and clarity around event management, including potential vehicle numbers.

It was agreed that responsibility for providing risk assessments and event details should rest with the event organisers.

It was **resolved** to permit the event for a trial period of two months, free of charge, subject to the following conditions:

- The event shall not take place in wet weather
- The football pitch shall not be used

It was further resolved that the arrangement would be reviewed after the two-month trial period.

Action: Clerk to contact the organisers to request further clarification, including confirmation of whether the event is being held to raise funds for charity, and to request relevant risk assessments and event details.

7. Finance and Staffing Committee

The item was deferred.

8. Fire Risk Assessments

The item was deferred.

9. CCTV Repairs and Installations

An update was received regarding CCTV repairs and installations.

It was reported that the contractor had attended site to carry out repairs but was unable to proceed as access to the pole was not possible due to a missing key.

It was noted that the handyperson had since ordered a replacement key.

Members were advised that the Clerk had recently been reminded to arrange a revisit by the contractor; however, this has not yet been actioned.

10. Parish Office Opening Hours

This item was deferred to closed session.

11. Policies

The item was deferred.

12. Grants

Metheringham Swimming Pool – £4,000 (requested)

Members considered an application for grant funding towards improvements to disabled changing facilities, including the provision of specialist equipment to enhance accessibility.

It was **resolved** to support the application.

Metheringham Bowls Club – £4,000 (requested)

Members considered an application for grant funding towards the modernisation of toilet facilities to improve accessibility and inclusivity.

During consideration of the Metheringham Bowls Club grant application, Cllrs Roy Grummitt and Mike Westerman declared an interest and took no part in the discussion or vote.

It was **resolved** to support the application.

Metheringham Over 60s Club – £3,000 (requested)

Members considered an application for grant funding towards the organisation of a 70th anniversary celebration event.

It was **resolved** that a grant of £500 could be supported, subject to the overall grant allocation process.

Metheringham Football Club – £2,500 (requested)

Members considered an application for grant funding towards the maintenance and setup of pitch equipment.

A detailed discussion took place regarding the costs involved, including the replacement of blades and associated maintenance requirements.

It was **resolved** to support the application.

Metheringham Friendship Club – £600 (requested)

Members considered an application for grant funding towards the running costs of a series of community events, including hall hire and refreshments.

It was **resolved** to support the application.

Thursday Coffee Morning – £400 (requested)

Members considered an application for grant funding towards the running costs of the weekly coffee morning, including hall hire.

It was **resolved** to support the application.

All grant applications were resolved unanimously.

It was noted that the total value of grant applications was £12,000, exceeding the available budget of £10,000, therefore the grant awards would be allocated on a proportional basis, equating to five-sixths of the amounts agreed.

13. Dunston Road

Members considered matters relating to land at Dunston Road.

Action: It was **resolved** to instruct the Clerk to write to the landowner (or their representative) requesting that the trees overhanging the allotments be cut back.

Members noted that this work would enable the Council to repair or replace the boundary fence, helping to prevent muntjac deer from accessing the area and becoming trapped.

The matter of the potential purchase of the land was deferred to a future meeting.

14. MUGA (Multi-Use Games Area)

Members noted that information relating to the MUGA had been circulated prior to the meeting.

In the absence of the Clerk, it was unclear why the item had been brought forward, as the project had not been identified as a current priority.

Members agreed that there are other, more pressing projects requiring attention at this time.

No further action was taken.

15. Wright & Lilley – PAYE/Wages Duties

Members were advised that Wright & Lilley will be retiring and will no longer be able to undertake PAYE and wages duties.

Members discussed options for future provision of this service, including obtaining quotes from alternative providers and the potential for the Responsible Finance Officer to undertake this work.

Action: Clerk to obtain quotes for alternative providers.

16. Village Benches

The item was deferred.

17. Section 106 Monies

Members noted the information relating to Section 106 monies.

In the absence of the Clerk, it was unclear why the item had been brought forward, and no further discussion took place.

18. Emergency Plan

Members were advised that the Chair had been invited to attend a two-day course in relation to the Emergency Plan.

Due to the short notice, the Chair was unable to attend on this occasion and will look to attend a future course.

19. Storage Shed

The item was deferred.

20. New Pavilion

The item was deferred.

21. Office and Library Replacement

The item was deferred.

22. Armed Forces Covenant

The item was deferred.

23. Future Meeting Dates

It was resolved that the Annual Parish Council Meeting will take place on Tuesday 26th May 2026.

It was resolved that the Annual Parish Meeting will take place on Friday 1st May 2026.

24. Finance

- a) Income received since the meeting on 27 January 2026 was noted.
- b) Internal bank transfers since the meeting on 27 January 2026 were noted.
- c) Payments made since the last meeting on 27 January 2026 were ratified.
- d) The Schedule of Payments was approved.
- e) The bank reconciliation to the end of February 2026 was approved.
- f) Current balances and the end of year forecast were received.

25. Closed Session

It was resolved to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972, Schedule 12A, due to the confidential nature of the business to be transacted.

It was further resolved that the Council would extend the meeting to conclude the remaining business on the agenda.

26. Princes Street Play Park Repairs and Renewals

It was **resolved** that further quotes be obtained from alternative UK-based Castillo suppliers and brought back to Council for consideration.

27. Procurement – Princes Street Play Park

This item was addressed under Item 26.

28. Old Mill / Princes Street

In the absence of the Clerk no update was available.

29. Metheringham Primary School / Star & Garter Field / Pavilion Lease

In the absence of the clerk no update was provided.

30. Football Club Use of the S&G Field

Members discussed the future use of the S&G field by the Football Club, including electricity usage.

31. Staffing Issues

It was **resolved** to terminate the employment of the Parish Clerk.

It was further **resolved** to request that the Responsible Finance Officer undertake the role of Temporary Clerk, in addition to their current duties, until such time as a longer-term staffing structure is determined.

It was discussed and resolved that the Staffing Committee will review staffing arrangements and bring recommendations back to Full Council.

Parish Office Arrangements

Members discussed arrangements for staffing the Parish Council office.

It was agreed that, on an interim basis, Councillors would support the staffing of the Parish Council office until longer-term arrangements are determined.

Action: Chair to circulate a schedule for Members to sign up to cover office hours.

32. Date of Next Meeting

The next meeting of the Parish Council will be held on the last Tuesday in April 2026 at 6.15pm.