

# Metheringham Parish Council



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## Minutes of the Ordinary Meeting on Tuesday 28<sup>th</sup> April 2026 at 6.15pm

**Clerk/RFO:** Tony Shaw

**Present:** Cllr M Worthington (Chair), Cllr C Redpath (Vice-Chair), Cllr A Stephenson, Cllr M Westerman, Cllr S Peek, Cllr D Taylor, Cllr J Gwilym, Cllr N Curwen, Cllr S Hunter-Leith and Cllr R Grummitt

**In Attendance:** County Cllr Rob Kendrick, District Cllr Dave Parry, No members of the public

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### **Public Forum**

#### **To receive updates from District and County Councillors**

District Cllr Parry updated council on the roll-out of food waste caddies and asked for feedback on their usefulness.

Council asked Cllr Parry to seek an update on the planning application near the windmill.

County Cllr Kendrick advised:

- NKDC and LCC are jointly challenging the Secretary of State's decision to approve the Springwell Solar Farm. They will request a judicial review.
- LCC have made cuts to Dementia support and a charity that deals with Children in Care.

#### **To receive short statements or questions from members of the public**

No members of the public were in attendance.

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#### **15-2627 To receive apologies from any members unable to attend the meeting**

Apologies received from Councillor R Castle

#### **16-2627 To receive Declarations of Interest in any agenda items below and record any dispensations**

None.

#### **17-2627 To adopt the minutes of the meetings on:**

- 31<sup>st</sup> March 2026
- 14<sup>th</sup> April 2026 (EOM)

**RESOLVED:** Both sets of minutes adopted and signed by the Chair

#### **18-2627 To receive a report from the Clerk on items progressed since previous meetings, including the Internal Audit Action Plan**

The Clerk updated council on the following matters:

- Metheringham Beer Festival is to be held on Sat 5<sup>th</sup> Sept 2026. Access required to the Star and Garter field from the afternoon of Thursday 3<sup>rd</sup> till the morning of Monday 7<sup>th</sup>.
- Bank mandate completed to remove John Money from Unity Trust Bank
- EON have been instructed to install a new streetlight on Tennyson Close
- In relation to this year's Fayre & Feast, NKDC have agreed to empty all bins on the Friday before and Monday after the event. A road sweeper will attend on Monday after the event.
- Ernest Doe has agreed to dispose of the council's road sweeper free of charge, as per a previous council resolution.
- Email sent to the Village Hall regarding the latest episode of the drains being blocked with wet wipes. They have reminded all groups not to put wet wipes down the toilet.
- Email sent to Vistry regarding the Dunston Road tree belt to explain all tree work to be completed before council will consider its adoption.
- Email sent to the Co-op Customer Care regarding litter outside the shop on the High Street. Response advised they will speak to the shop's management and seek to improve the situation.
- Trade account opened with Panda Recycling (Mountains Skip Hire) so a skip can be booked for clearing one of the allotments.

Council also reviewed the Action Plan from the Internal Audit and noted items of progress.

**19-2627 Finance**

- To note any income received since the meeting on 31<sup>st</sup> March 2026  
Income noted as per Appendix 1.
- To note any internal bank transfers since the meeting on 31<sup>st</sup> March 2026  
Internal transfers noted as per Appendix 2.
- To ratify any payments made since the last meeting on 31<sup>st</sup> March 2026  
Payments ratified as per Appendix 3.
- To approve a Schedule of Payments  
**RESOLVED:** Payments approved as per Appendix 4.
- To approve a bank reconciliation to the end of March 2026  
**RESOLVED:** Bank reconciliation approved as per Appendix 5.

**20-2627 To adopt the following policies, which supersede all previous versions**

- Annual Leave Policy
  - Appraisal Form
  - Dignity at Work Policy
  - Equality Diversity and Inclusion Policy
  - Homeworking Policy
  - Lone Working Policy
  - Sexual and General Harassment Policy
  - Sickness Absence Policy
  - Training and Development Policy
- RESOLVED:** All policies a) to i) adopted, as presented, with no changes

**21-2627 To consider a quote of £135.02 from Ernest Doe for repair of the brushcutter**

**RESOLVED:** Item deferred to allow for the cost of a new professional brushcutter to be investigated.

**22-2627 To approve Fayre & Feast expenditure on the following (all prices exclude VAT):**

- a) A quote of £640 from Total Contract Solutions for the provision of security
- b) A quote of £200 from Helen Maltby for four hours face painting
- c) A quote of £600 from Total Recall for two 45-minute sets plus £500 from MAC Sound Systems for eight hours use of a PA system. Total quote £1,100.
- d) A quote of £230 from Confetti Magic for the hire of a Confetti Canon
- e) A quote of £380 from Brian Hellyer for a slot 2pm to 5pm including a 45 minute magic show
- f) A quote of £300 from Little Birdie Mini Golf for 4 hours hire
- g) A quote of £803 from DB Entertainment for the hire of a Climbing Wall
- h) A quote of £150 from John Marshall to compere the event
- i) A quote of £340 from Lyndsay Howden for 8 hours first-aid cover (two people)
- j) A quote of £200 from Emma Triassi for two Heroes for one hour
- k) A quote of £180 from Whiskey Rose for a one hour set
- l) A budget of £150 to cover the cost of refreshments for the Cadets
- m) A budget of £100 to cover Ruler of the Feast costs (sash, trophy, chair decorations)

**RESOLVED:** All items of expenditure a) to m) approved.

**23-2627 To consider a consultation from LCC regarding a proposed 50mph speed limit on the A15, at the junction of Heath Lane and Metheringham Heath Lane**

**RESOLVED:** Council has no objection.

**ACTION:** Clerk instructed to ask LCC how the new speed limit will be policed and whether the change in limit is in lieu of a previous proposal to install lights.

**24-2627 To consider planning application 26/0424/FUL at 24 High Street, Metheringham**

**RESOLVED:** Council has no objection.

**25-2627 To agree a rota for cover at the parish office**

**RESOLVED:** The Clerk will cover 12pm to 2pm every Tuesday and Councillor J Gwilym will cover 12pm to 2pm every Thursday.

**26-2627 To consider a quote of £1,050 excl. VAT from Fineturf for aeration of the Star & Garter field**  
It was noted that the quote covers both the football field and the area used by the Fayre.

**RESOLVED:** Council will contribute £800+VAT towards the quote with the balance to be paid by the Football Club.

**27-2627 Street Lighting**

- a) To consider a quote of £634.87 from Eon Energy for traffic management on King's Road to allow for replacement of two streetlights. A further £325 is payable for a road opening permit.

**RESOLVED:** Quote accepted.

- b) To receive information from Eon Energy about the replacement of remaining old SOX lanterns and the mandatory electrical testing of all street lights.

It was noted that Eon are offering a discount if 10 or more old SOX lanterns are replaced at the same time.

**ACTION:** Clerk to seek out records that show how many old SOX lanterns remain.

**To consider moving into a Closed Session to discuss the confidential matters below**

**RESOLVED:** To move into a Closed Session.

**28-2627 To receive quotes for Castillo play equipment**

Council received three quotes for the supply and installation of the Castillo 3029 Play Tower.

**RESOLVED:** Council awarded the contract to Caloo. Contact value £80,986 plus VAT.

**29-2627 Staff Matters**

The RFO declared 74 hours overtime had been worked in the period 30<sup>th</sup> March to 27<sup>th</sup> April inclusive, covering the role of Clerk.

**RESOLVED:** Overtime approved for payment.

Ongoing matters with the ex-Clerk were discussed but no resolutions made.

**The meeting closed at 8:15pm**

**Next Meeting:** Tuesday 26<sup>th</sup> May at 6:15pm

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**APPENDIX 1: Income Received**

Bank Date	Received From	Description	Amount
01/04/26	Hub Cash	Deposit Ref: 500105	110.10
01/04/26	Janet Wheeler	Walking Group	10.88
01/04/26	NKDC	Precept Payment 1 of 2	102,750.00
20/04/26	C Worthington	Stall Fee for Fayre & Feast (Glorious Gifts)	20.00
20/04/26	Cara Kelly	Stall Fee for Fayre & Feast	25.00
20/04/26	J&P Lawry	Stall Fee for Fayre & Feast (Daisy's Ducks)	25.00
20/04/26	Marie Gray	Stall Fee for Fayre & Feast	25.00
24/04/26	NKDC	CIL Payment (Dunston Road, 20/0029/FUL)	14,701.07
24/04/26	SSE	Customer Refund	81.95

**APPENDIX 2: Internal Bank Transfers**

Bank Date	From Account	To Account	Amount	Reason
26/04/26	UTY Current	UTY IA 673	100,000.00	Transfer Precept payment to Savings account

**APPENDIX 3: Payments Ratified**

Bank Date	Type	Supplier	Description	Net	VAT	Gross
06/02/26	BACS	Lloyds Bank	Service Charge (Feb)	4.25		4.25
09/03/26	BACS	Lloyds Bank	Service Charge (Mar)	4.25		4.25
17/03/26	BACS	Lloyds Bank	Service Charge (Feb)	4.25		4.25
31/03/26	Fee	Unity Trust Bank	Service Charge (Mar)	10.60		10.60
02/04/26	DD	SSE	Final Electricity Bill (War Memorial)	197.48	9.87	207.35
07/04/26	BACS	Touch Times	Community Hub Greeting Cards	63.00		63.00
07/04/26	BACS	Antony Shaw	Salary (Mar)	1,099.74		1,099.74
07/04/26	BACS	Antony Shaw	WFH Allowance (Mar)	26.00		26.00

Bank Date	Type	Supplier	Description	Net	VAT	Gross
07/04/26	BACS	John Money	Salary (Mar)	1,708.92		1,708.92
07/04/26	BACS	Michelle Ruzzak	Salary (Mar)	1,268.83		1,268.83
07/04/26	BACS	HMRC	PAYE (Mar)	1,631.91		1,631.91
07/04/26	BACS	Sunbelt Rentals	Heras Fencing Hire (Mar)	126.72	25.34	152.06
09/04/26	DD	NEST	Pension (Mar)	231.43		231.43
10/04/26	BACS	PKF Littlejohn	External Audit of 2024-25 Annual Return	630.00	126.00	756.00
01/04/26	DD	TV Licensing	TV Licence to 31 Mar 2027	180.00		180.00
01/04/26	DD	Screwfix	Account Balance Cleared	46.91	9.38	56.29
10/04/26	DD	Yu Energy	Electricity (Sports Field)	57.29	2.86	60.15
15/04/26	DD	British Gas Lite	Electricity (War Memorial)	25.90	1.30	27.20
15/04/26	DD	O2	Mobile Contract (Handyperson Phone)	13.20		13.20
16/04/26	DD	Lloyds Bank	Monthly Fee for Corporate Purchasing Card	3.00		3.00
21/04/26	DD	Total Energies	Electricity (Health Clinic)	147.74	7.39	155.13
21/04/26	DD	Total Energies	Electricity (Library)	138.36	6.92	145.28
22/04/26	BACS	Paul Reynolds Plumbing	Unblocking Public Toilets Drain	160.00		160.00
23/04/26	DD	Total Energies	Electricity (Public Toilets)	53.62	2.68	56.30

#### APPENDIX 4: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross
01/04/26	Wilson Alarm Systems	Fire Detectors & Alarm Servicing 2026-27	205.00	41.00	246.00
01/04/26	LALC	Internal Audit of 2025-26	335.00	67.00	402.00
01/04/26	Wilson Alarm Systems	Alarm System Maintenance & Monitoring 2026-27	685.03	137.01	822.04
01/04/26	Forum Computers	Microsoft 365 Subscription (Apr)	21.72	4.34	26.06
03/04/26	Paul Elmore	Window Cleaning (Apr)	22.00		22.00
03/04/26	Npower	Street Light Electricity (Jan to Mar)	3,295.22	659.04	3,954.26
11/04/26	Amazon (VAT 27)	8 x Litter Bag Hoops	46.56	9.36	55.92
11/04/26	Amazon (VAT 27)	8 x Litter Pickers	16.24	3.25	19.49
22/04/26	BT	Broadband (Apr)	49.03	9.81	58.84
23/04/26	Cloud Next	GOV.UK Domain Annual Renewal	50.00	10.00	60.00
28/04/26	LALC	Annual Training Scheme for 2026-27	185.00	37.00	222.00

**APPENDIX 5: Bank Reconciliation**

<b>Bank Reconciliation at 31/03/2026</b>		
Cash in Hand 01/04/2025		401,250.77
ADD		
Receipts 01/04/2025 – 31/03/2026		282,596.84
SUBTRACT		
Payments 01/04/2025 – 31/03/2026		250,396.40
<b>A</b>	<b>Cash in Hand 31/03/2026</b> (per Cash Book)	<b>433,451.21</b>
Cash in Hand per Bank Statements		
Lloyds Treasurers	31/03/2026	9,944.38
Lloyds Business Bank Instant	31/03/2026	4,893.76
Lloyds Library	31/03/2026	0.52
Lloyds Instant Access	31/03/2026	5.03
Unity Trust Current Account	31/03/2026	13,114.19
Unity Trust Reserves	31/03/2026	415,809.75
		443,767.63
LESS		
Unpresented Payments		10,316.42
PLUS		
Unpresented Receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>433,451.21</b>
<b>A = B Checks Out OK</b>		