

# Metheringham Parish Council



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## Minutes of the Ordinary Meeting on Tuesday 26<sup>th</sup> May 2026 at 6.15pm

**Clerk/RFO:** Tony Shaw

**Present:** Cllr Worthington (Chair), Cllr Redpath (Vice-Chair), Cllr A Stephenson, Cllr Peek, Cllr Taylor, Cllr Gwilym, Cllr N Curwen

**In Attendance:** County Councillor Rob Kendrick, No members of the public

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### Public Forum

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

County Cllr Kendrick provided a verbal update and encouraged council to apply for projects under the Highways Volunteer scheme.

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

No members of the public were in attendance.

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#### **33-2627 Election of Chair**

a) To elect a Chair for the year 2026/27

**RESOLVED:** Councillor Worthington was elected as Chair.

b) Chair to sign a Declaration of Office, or Council to resolve this can be done at a later time

Councillor Worthington signed a Declaration of Office.

#### **34-2627 To elect a Vice-Chair for the year 2026/27**

**RESOLVED:** Councillor Redpath was elected as Vice-Chair.

#### **35-2627 To receive apologies from any members unable to attend the meeting**

Apologies received from Councillors Westeman and Castle.

#### **36-2627 To receive Declarations of Interest in any agenda items below and record any dispensations**

None.

#### **37-2627 To adopt the minutes of the meetings on:**

- 28<sup>th</sup> April 2026
- 19<sup>th</sup> May 2026 (EOM)
- 20<sup>th</sup> May 2026 (Staffing Committee)

**RESOLVED:** All three sets of minutes were adopted and signed by the Chair.

#### **38-2627 To receive a report from the Clerk on items progressed since previous meetings, including the Internal Audit Action Plan**

The Clerk provided an update on the following items:

a) A new strimmer has been purchased.

- b) Defibrillator codes have been obtained from EMAS and all defibs have been checked for in-date pads and batteries.
- c) The alarm systems at the Parish Office and Community Hub have been serviced. The call out lists have been updated with the monitoring contractor.
- d) Two fire extinguishers have been purchased for the Fayre & Feast stage.
- e) A Community Hub grant of £5,167 has been applied for
- f) A planning application has been submitted for the Castillo Play Tower
- g) Freedom Security have been contacted to arrange repair work on the CCTV.

**39-2627 Finance**

- a) To note any income received since the meeting on 28<sup>th</sup> April 2026  
Income noted as per Appendix 1.
- b) To note any internal bank transfers since the meeting on 28<sup>th</sup> April 2026  
Internal transfers noted as per Appendix 2.
- c) To ratify any payments made since the last meeting on 28<sup>th</sup> April 2026  
**RESOLVED:** All payments ratified as per Appendix 3.
- d) To approve a Schedule of Payments  
**RESOLVED:** All payments approved as per Appendix 4.
- e) To approve a bank reconciliation to the end of April 2026  
**RESOLVED:** Bank reconciliation approved as per Appendix 5 and signed by the Chair.  
There was a proposal to amend clause 2.6 of the Financial Regulations to state that the Chair will sign the Bank Reconciliation but not the bank statements.  
**RESOLVED:** The proposal to amend the Financial Regulations was accepted.

**40-2627 Annual Governance – Committees**

To appoint at least 3 members to the Staffing Committee

**RESOLVED:** Councillors Stephenson, Taylor, Redpath, Peek and Westerman were elected to the Staffing Committee.

**41-2627 Annual Governance – Policies**

To note that Council adopted all key policies at its meeting on 28<sup>th</sup> April 2026

Council noted that all key policies that it is required to review at its Annual Meeting were adopted in April 2026.

**42-2627 Annual Governance – Finance and Risk**

- a) To review the bank mandate

It was noted that Councillors Worthington, Redpath and Grummitt are bank signatories and no changes are needed.

- b) To review any direct debits or standing orders

There are no standing orders on the council's accounts.

The following direct debits were noted:

Direct Debit	Frequency	For
British Gas Lite	Monthly	Electricity (War Memorial)
BT	Monthly	Broadband
HMRC	Monthly	Staff PAYE
Lloyds Bank	Monthly	Clears Purchasing Card balance
NEST	Monthly	Staff Pensions
NKDC	Monthly	Council Tax
O2	Monthly	Mobile phone contract
Screwfix	Monthly	Clears trade account balance

Total Energies	Monthly	Electricity (Parish Office) Electricity (Library)
TV Licensing	Annually	Hub Licence
Yu Energy	Monthly	Electricity (Sports Field) Electricity (Library)

- c) To review the Asset Register

**RESOLVED:** Council approved the updates to the Asset Register to include purchases in 2025-26.

- d) To review the Council's Insurance Cover

**RESOLVED:** Council delegated to the Clerk to renew its Insurance Cover once quotes have been received.

- e) To review the Council's S137 expenditure in 2025-26

It was noted that Council spent £259.97 under the S137 power.

- f) To approve the Council's CIL Return for 2025-26

The Clerk presented the CIL Return which showed income of £7,938.46 which has all been allocated against streetlight improvements.

**RESOLVED:** To approve the CIL Return.

#### **43-2627 Annual Governance – Meeting Dates**

To agree meeting dates for the financial year 2026-27

**RESOLVED:** Council will move its meeting night from the last Tuesday of the month to the last Wednesday of the month. Meetings will be held monthly with no meeting in December.

#### **44-2627 To approve Fayre & Feast expenditure on the following: (all prices exclude VAT)**

- a) A quote of £150 for a Street Organ

**RESOLVED:** Expenditure on a Street Organ approved.

#### **45-2627 To consider planning application 26/0397/FUL – The Cottage, Fen Lane, Metheringham**

**RESOLVED:** Council has no objection.

#### **46-2627 Prince's Street Play Park**

- a) To consider quotes for Wet Pour safety surfacing

Council considered three quotes.

**RESOLVED:** Council accepted the quote of £68,885 (excl. VAT) from Caloo.

- b) To discuss further general repairs to play park equipment

Council is in possession of one quote for general repairs.

**RESOLVED:** Council instructed the Clerk to see additional quotes using the same schedule of works as the quote received.

- c) To ratify a fee of £701 to apply for planning permission for the Castillo Play Tower

**RESOLVED:** Council approved the planning application fee.

- d) To consider engaging professional assistance with the planning application (cost TBC)

**RESOLVED:** Council approved an estimate of £500 from a local architect.

- e) To consider a quote from the Play Inspection Company for the 2026 Annual Inspection

**RESOLVED:** Council approved a quote of £289.50 for the inspection of three play park areas.

#### **47-2627 To consider a grant application from Metheringham Scouts**

**RESOLVED:** Council approved a grant of £520

#### **48-2627 To consider a quote of £155 excl. VAT from EON to install an all-night photocell on a streetlight in Flintham Close**

**RESOLVED:** Council agreed not to make any changes to the streetlight.

**49-2627 Correspondence**

- a) To receive an enquiry from a toddler’s football group about use of the Pavillion  
**RESOLVED:** The Clerk will ask the enquirer to liaise with the Football Club to see whether there is any suitable capacity.
- b) To receive feedback about parking issues near the Scout Hut  
**RESOLVED:** The Clerk will respond to the enquirer and advise that the car park is not council owned land.

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

**RESOLVED:** Council agreed to move into a Closed Session

**50-2627 To discuss an incident of unauthorized access to the Council’s Facebook page**

**RESOLVED:** Council agreed to post an apology on its Facebook page in relation to an offensive video that was posted by a third party.

**51-2627 Staff Matters**

**RESOLVED:** Council approved the amalgamation of the Clerk and RFO roles into a single officer.

**RESOLVED:** Council will commence recruitment of a Community Hub Manager/Assistant Clerk around September 2026, with a view to them being in post by the end of 2026.

**The meeting closed at 8.15pm**

**Next Meeting:** Wednesday 24<sup>th</sup> June 2026 at 6:15pm

**APPENDIX 1: Income Received**

Bank Date	Received From	Description	Amount
29/04/26	Pat (Fayre & Feast)	Electricity Usage on Star & Garter Field	250.00
12/05/26	Hub Cash	Deposit Ref: 36311	196.10
15/05/26	Thomas Hart	Treehouse	200.00

**APPENDIX 2: Internal Bank Transfers**

Bank Date	From Account	To Account	Amount	Reason
07/05/26	UTY IA 673	UTY Current	10,000.00	Transfer of funds to cover grant payments
20/05/26	UTY IA 673	UTY Current	16,000.00	Swimming Pool Loan

### APPENDIX 3: Payments Ratified

Bank Date	Type	Supplier	Description	Net	VAT	Gross
28/04/26	DD	NKDC	Council Tax (Apr)	112.40		112.40
01/05/26	BACS	John Money	Salary (Apr)	587.35		587.35
01/05/26	BACS	Michelle Ruzzak	Salary (Apr)	1,219.16		1,219.16
01/05/26	BACS	Antony Shaw	Salary (Apr)	2,129.66		2,129.66
01/05/26	BACS	Antony Shaw	WFH Allowance (Apr)	26.00		26.00
01/05/26	BACS	HMRC	PAYE (Apr)	1,703.19		1,703.19
01/05/26	DD	Screwfix	Trade Account Balance Cleared	206.25		206.25
08/05/26	DD	NEST	Pension (Apr)	333.79		333.79
11/05/26	DD	Yu Energy	Electricity (Sports Field) 01/04/26 to 30/04/26	24.70	1.24	25.94
11/05/26	BACS	Bowls Club	Grant Award	3,333.00		3,333.00
11/05/26	BACS	Over 60s Club	Grant Award	500.00		500.00
11/05/26	BACS	Swimming Pool	Grant Award	3,333.00		3,333.00
11/05/26	BACS	Senior Citizens Committee	Grant Award	333.00		333.00
11/05/26	BACS	Football Club	Grant Award	2,083.00		2,083.00
11/05/26	BACS	Friendship Club	Grant Award	500.00		500.00
15/05/26	DD	British Gas Lite	Electricity (War Memorial) 01/04/26 to 01/05/26	23.34	1.17	24.51
15/05/26	DD	O2	Mobile Contract (Handyperson Phone)	15.00		15.00
19/05/26	DD	Lloyds Bank	Monthly Fee for Corporate Purchasing Card (May)	3.00		3.00
22/05/26	DD	Total Energies	Electricity (Health Clinic) 01/04/26 to 30/04/26	120.92	6.05	126.97
22/05/26	DD	Total Energies	Electricity (Library) 01/04/26 to 30/04/26	77.67	3.89	81.56
22/05/26	DD	Total Energies	Electricity	31.10		31.10
26/05/26	BACS	Swimming Pool	Loan for Boiler	16,000.00		16,000.00

#### APPENDIX 4: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross
01/05/26	Amazon VAT27	Box of A4 White Paper	16.99	3.40	20.39
30/04/26	Amazon VAT27	C Cell Batteries for the Speed Gun	10.82	2.16	12.98
30/04/26	Chores Hygiene Management Ltd	Office Cleaning (Apr)	558.72	111.74	670.46
30/04/26	Glendale Countryside	Grass Cutting (Apr)	693.55	138.71	832.36
30/04/26	Sunbelt Rentals	Heras Fencing Hire (Apr)	126.72	25.34	152.06
01/05/26	Co-op	Refreshments for the Annual Parish Meeting	28.10		28.10
14/05/26	Sam Turner & Sons	Stihl Strimmer and Brushcutter Head	254.15	50.83	304.98
13/05/26	Fire Tech Dry Risers Ltd	Two Fire Extinguishers (F&F Stage)	102.00	20.40	122.40
01/05/26	Forum Computers	Microsoft 365 Subscription (May)	21.72	4.34	26.06
01/05/26	Metheringham Village Hall	Hall Hire for the Annual Parish Meeting	75.00		75.00
15/05/26	Wilson Alarm Systems	Parts for Alarm Service on 15/05/2026	76.97	15.39	92.36
18/05/26	Paul Elmore	Window Cleaning (May)	22.00		22.00
19/05/26	Amazon VAT27	Samsung 24" Monitor	58.32	11.66	69.98
19/05/26	Digital Red Square Limited	Samsung Galaxy A06 Phone (for Clerk)	69.00		69.00
19/05/26	Med UK	Battery for Defib on Fen Road	266.67	53.33	320.00
20/05/26	Amazon VAT27	Strong Magnets for Noticeboard	6.66	1.33	7.99
20/05/26	Amazon VAT21	Samsung Galaxy Phone Case	4.66	0.93	5.59

#### APPENDIX 5: Bank Reconciliation

<b>Cashbook</b>	
Opening balance on 1st April 2026	443,767.63
<b>Actuals from 1st April 2026 to 31st April 2026:</b>	
Income	117,999.00
Expenditure	-11,296.12
<b>Cashbook balance on 30th April 2026</b>	<b>550,470.51</b>

<b>Bank Statements on 30th April 2026</b>	
Lloyds Treasurers	9,944.38
Lloyds Business Bank Instant	5,014.74
Lloyds Library	0.52
Lloyds Instant Access	5.03
Unity Trust Current Account	19,696.09
Unity Trust Reserves	515,809.75
<b>Total of All Accounts</b>	<b>550,470.51</b>

Signed: