



Metheringham Parish Council
Minutes of the Ordinary Meeting
Wednesday 26 August 2026 at 6.15pm
Parish Office, High Street, Metheringham, LN4 3DZ

Clerk/RFO: Tony Shaw
Present: Councillor Worthington (Chair), Redpath (Vice-Chair), Peek, Gwilym, Curwen, Westerman, Grummitt, Taylor and Stephenson
In Attendance: District Councillor Dave Parry
5 members of the public

Public Forum

To receive updates from District and County Councillors

County Cllr Kendrick was unable to attend and sent apologies.

District Cllr Parry mentioned the following items:

- New planning legislation comes into force from October 2026
- The deadline for nominations in the NKDC Recognition scheme 14th September

To receive short statements or questions from members of the public

A member of the public spoke on behalf of five attendees who all live on Prince's Street to reiterate difficulties since yellow lines were introduced. Council advised that a meeting between Highways Officers (from LCC) and residents has been arranged for 10th September. Councillor Redpath will attend on behalf of the Parish Council.

Minutes

83-2627 To receive apologies from any members unable to attend the meeting

Councillor Castle sent apologies.

RESOLVED: Council accepted the reason for absence.

84-2627 To receive Declarations of Interest in any agenda items below and record any dispensations

None.

85-2627 To adopt the minutes of the Ordinary Meeting on 29 July 2026

RESOLVED: The minutes were adopted and signed by the Chair.

86-2627 To receive a report from the Clerk on items arising or progressing since previous meetings

The Clerk provided an update on the following items:

- **2025/26 Annual Return** – no queries yet received from the external auditor.
- **Defibrillators** – No update from NKDC regarding the council's to install a defib at the Community Centre on Caroline Road. EMAS have agreed to commission the defib at the Fire Station.
- **Library Alarm Upgrade** – Work completed on 31 July.
- **Pavilion** - Fire extinguishers serviced on 13 August.

	• Speedwatch – Community Speedwatch alert signs have been received. • Yellow Lines on Prince's Street – Highways officers are attending site on 10 September to meet with residents.
87-2627	Finance a) To note any income received since the meeting on 29 July 2026 Income noted as per Appendix 1. b) To note any internal bank transfers since the meeting on 29 July 2026 Internal transfers noted as per Appendix 2. c) To ratify any payments made since the last meeting on 29 July 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 July 2026 RESOLVED: Bank reconciliation approved as per Appendix 5 and signed by the Chair.
88-2627	Allotments – An update from the Chair on proposed works Quote of £240 received from Chris Franklin to cut both sides of the hedge along Dunston Road RESOLVED: Quote accepted.
89-2627	Metheringham Arts Trail – To consider a request to advertise the event (in 2027) at several parish council locations Council considered the organiser's plan, but it contained insufficient detail about the size and nature of the advertising. ACTION: Clerk to seek further details.
90-2627	Public Toilets a) To note events surrounding Chores Hygiene Management Ltd Council have been informed that Chores Hygiene Management Ltd have gone into administration. As a consequence, the public toilets have been closed until a cleaner can be secured. b) To approve an interim cleaning provider The Clerk has contacted several potential providers. One in particular has Public Liability Insurance and the capacity to take on cleaning at short notice. RESOLVED: Council delegated to the Clerk to agree a schedule of work with the interested party. c) To agree a preferred strategy for a long-term cleaning provider RESOLVED: Council would prefer to appoint a contractor rather than employ a Cleaner.
91-2627	Alfred Avenue Fire a) To consider expenditure on a certificate to acknowledge a resident's recent act of bravery Council discussed two residents who went above and beyond during the incident. RESOLVED: Council approved a budget of £400 to purchase two framed certificates and a Roll of Honour plaque/board for the Parish Office. Expenditure on future awards will be incorporated in the next annual budget.

	b) To acknowledge the efforts of a Councillor in providing support and assistance Council formally acknowledged the contribution of Councillor Redpath in supporting victims of the recent fire. In particular Councillor Redpath has been instrumental in securing a new home within the village for one of the affected residents.
92-2627	Prince's Street Play Park a) To receive an update on work by Caloo Installation of the Castillo Play Tower is complete. A brief opening ceremony was held with representatives from Wilcox Homes. Feedback on the equipment has been very positive. b) To discuss options for planning permission The Council's appointed architect has failed to deliver or respond to correspond. RESOLVED: Council to approach a new architect for assistance. c) To consider the purchase of Bow Top Fencing around the park's perimeter Council has received a quote for new fencing of £150 per metre including installation. Funding for this will come from S106 funds. RESOLVED: Clerk to seek further quotes. Council delegated to the Clerk to instruct the best value for money provider subject to a budget of £10,000 for the full project.
93-2627	Streetlighting – To consider a quote of £1,499.50+vat to replace a concrete column with a metal column at the corner of Skipwith Crescent and Londesborough Road. There is a further charge of £325 for a road opening permit. RESOLVED: Quotation accepted.
94-2627	To consider the purchase of a noticeboard for Homestead Fields Council noted an offer from Wilcox Homes to install a noticeboard free of charge if the Council purchases one. RESOLVED: Council approved the purchase of a green aluminium noticeboard at a cost of £1,200 (plus VAT).
95-2627	To consider the hire of a skip to clear rubbish from several council storage areas RESOLVED: Hire of an eight-yard skip approved at a maximum cost of £300.
96-2627	To consider the purchase of a noticeboard for Homestead Fields Council noted an offer from Wilcox Homes to install a noticeboard free of charge if the Council purchases one. RESOLVED: Council approved the purchase of a green aluminium noticeboard at a cost of £1,200 (plus VAT).
97-2627	To consider the erection of wooden fencing/gates to either side of the parish office Council noted recent reports of youths using the area to the side and behind the parish office for smoking. This presents a serious fire hazard. RESOLVED: Clerk to seek quotes for metal fencing and gates, not wooden.
98-2627	Grass cutting Item deferred until further information obtained from Glendale Countryside.

99-2627	CCTV – To receive an update on attempts to fix ongoing problems Council noted recent attempts by Onestop Security to resolve ongoing issues with three cameras. A permanent power supply to the Pavilion tower needs reinstating. The School has granted permission for pruning of a tree that blocks communication between transmitters. RESOLVED: Council approved a further visit from Onestop Security at a maximum cost of £250 plus VAT.
100-2627	To consider the purchase of a seat for the bus shelter Prior to the meeting the Clerk contacted LCC Highways to establish ownership of the bus shelter outside the Co-op. Confirmation received that it belongs to the Parish Council, however LCC have offered to replace it with a new shelter/seat that they will own and maintain. RESOLVED: Council approved the proposal from LCC.
101-2627	To consider an application for co-option RESOLVED: Council approved the co-option of Simon Curwen.
To consider moving into a Closed Session to discuss the confidential matters below RESOLVED: Council to move into Closed Session.	
102-2627	Staff Matters a) Handyperson's Backpay RESOLVED: Council agreed payment of the backpay. b) Pre-approval of Clerk's overtime for September The Clerk advised this was no longer necessary
103-2627	To receive an update on ongoing matters with an ex-employee RESOLVED: Council resolved to inform the individual that all correspondence is to be directed to the Chair and not the Clerk. Council further resolved that a panel comprising Councillors Worthington, Redpath and Stephenson will respond to all correspondence, including Freedom of Information requests.
The meeting closed at 8.15pm	

APPENDIX 1: Income Received

Received	Received From	Description	Amount
10/08/26	RL Tomkins	Stall Fee for Fayre & Feast	25.00
17/08/26	Clare Pattison	Stall Fee for Fayre & Feast	25.00
17/08/26	L Brlic	Stall Fee for Fayre & Feast	25.00
17/08/26	Clare Pattison	Stall Fee for Fayre & Feast	25.00
19/08/26	Bae Tree Pet Supplies	Stall Fee for Fayre & Feast	20.00
19/08/26	Todd Grainger	Stall Fee for Fayre & Feast	20.00
20/08/26	M Welsby	Stall Fee for Fayre & Feast	20.00
21/08/26	Yvonne Eynon	Stall Fee for Fayre & Feast	25.00
21/08/26	Hotchi Witchi Candle House	Stall Fee for Fayre & Feast	20.00
24/08/26	Amy Agnew	Stall Fee for Fayre & Feast	25.00
24/08/26	Rainey TL	Stall Fee for Fayre & Feast	20.00
24/08/26	Sarai	Stall Fee for Fayre & Feast	20.00

APPENDIX 2: Internal Bank Transfers

Bank Date	From Account	To Account	Amount	Reason
30/07/26	UTY IA 673	UTY Current	100,000.00	To cover payments
04/08/26	UTY IA 673	UTY Current	90,000.00	To cover payments

APPENDIX 3: Payments Ratified

Bank Date	Supplier	Description	Net	VAT	Gross
31/07/26	Unity Trust Bank	Service Charge (Jul)	17.05		17.05
03/08/26	Contractor Total Solutions	Night security during Castilo installation	1,125.00		1,125.00
03/08/26	Wilson Alarm Systems	Upgrade of library alarm system	399.00	79.80	478.80
03/08/26	Antony Shaw	Salary (Jul)	2,936.15		2,936.15
03/08/26	Antony Shaw	WFH Allowance (Jul)	26.00		26.00
03/08/26	Michelle Ruzzak	Salary (Jul)	1,203.97		1,203.97
03/08/26	HMRC	PAYE (Jul)	1,652.29		1,652.29
07/08/26	Caloo Ltd	Castillo Play Tower	80,602.00	16,120.40	96,722.40
10/08/26	Npower	Streetlight Electricity (Oct to Dec 2025)	3,658.23	731.65	4,389.88
10/08/26	Npower	Streetlight Electricity (Apr to Jun 2025) ** REISSUED **	3,280.84	656.17	3,937.01
10/08/26	Npower	Streetlight Electricity (Apr to Jun 2025) ** CREDIT **	-3,958.65	-791.73	-4,750.38
10/08/26	Npower	Streetlight Electricity (Jul to Sep 2025) ** REISSUED **	3,063.54	612.71	3,676.25
10/08/26	Npower	Streetlight Electricity (Jul to Sep 2025) ** CREDIT **	-4,444.02	-888.80	-5,332.82
10/08/26	Npower	Streetlight Electricity (Apr to Jun 2026)	2,015.44	403.09	2,418.53
10/08/26	Yu Energy	Electricity (Sports Field) 01/07/26 to 31/07/26	25.86	1.29	27.15
14/08/26	Total Energies	Electricity (Health Clinic) 01/06/26 to 30/06/26	114.49	5.72	120.21
14/08/26	Total Energies	Electricity (Library) 01/06/26 to 30/06/26	100.05	5.00	105.05
17/08/26	British Gas Lite	Electricity (War Memorial) 01/07/26 to 01/08/26	22.81	1.14	23.95
17/08/26	Total Energies	Electricity (Library) 01/07/26 to 31/07/26	47.72	2.39	50.11
17/08/26	Lloyds Bank	Monthly Fee for Corporate Purchasing Card (Aug)	3.00		3.00
18/08/26	Total Energies	Electricity	36.81		36.81
19/08/26	Total Energies	Electricity	33.43		33.43
25/08/26	NEST	Pension (Jul)	390.84		390.84

APPENDIX 4: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross
31/07/26	Chores Hygiene Management Ltd	Office Cleaning (Jul)	558.72	111.74	670.46
31/07/26	Glendale Countryside	Grass Cutting (Jul)	927.10	185.42	1,112.52
01/08/26	Forum Computers	Microsoft 365 Subscription (Aug)	21.72	4.34	26.06
04/08/26	Screwfix	Extension pole	12.07	2.42	14.49
05/08/26	EON Energy	Two new streetlight columns on Kings Road	3,014.87	602.97	3,617.84
05/08/26	EON Energy	One new streetlight column on Tennyson Close	1,285.00	257.00	1,542.00
05/08/26	Paul Elmore	Window cleaning (Jul)	22.00		22.00
06/08/26	Onestop Security Systems Ltd	CCTV investigation and repairs	280.00	56.00	336.00
07/08/26	Amazon VAT27	A4 printer paper	15.41	3.08	18.49
12/08/26	Wave	Water (Public Toilets) 12/05/26 to 11/08/26	186.98		186.98
14/08/26	Right Action	Fire Extinguishers Safety Checks (Pavilion)	151.85	30.37	182.22
15/08/26	O2	Mobile Contract (Clerk and Handyperson Phones)	23.90	4.78	28.68
17/08/26	Wave	Water (Sports Field) 17/05/26 to 16/08/26	20.35		20.35
17/08/26	Wave	Water (Library) 17/05/26 to 16/08/26	82.61		82.61
18/08/26	Amazon VAT21	Yellow reflective tape	13.45	2.69	16.14
20/08/26	Glasdon	7 x General waste bins	1,407.13	281.42	1,688.55
21/08/26	BT	Broadband (Aug)	49.95	9.99	59.94
21/08/26	Metheringham Village Hall	Hall Hire for the Community Hub event	18.75		18.75
24/08/26	Timpson	Ruler of the Feast Trophy	21.98	3.66	25.64
26/08/26	Draper Memorials	War memorial cleaning	1295.00	259.00	1,544.00

APPENDIX 5: Bank Reconciliation to the end of July 2026

Cashbook		
Opening Balance	01/04/2026	443,767.63
Income	01/04/2026 to 31/07/2026	300,706.33
Expenditure	Accrued in 2025-26 accounts	-10,316.42
Expenditure	01/04/2026 to 31/07/2026	-65,110.81
	Cashbook Balance	669,046.73

Bank Statements		
Unity Trust Current Account	31/07/2026	116,945.77
Unity Trust Reserves	31/07/2026	552,100.96
	Bank Balance	669,046.73