



Metheringham Parish Council
Minutes of the Ordinary Meeting
Wednesday 30 September 2026 at 6.15pm
Parish Office, High Street, Metheringham, LN4 3DZ

Clerk/RFO: Tony Shaw
Present: Councillors Worthington (Chair), Redpath (Vice-Chair), N. Curwen, S. Curwen, Taylor and Stephenson
In Attendance: County Councillor Rob Kendrick
4 members of the public

Public Forum

To receive updates from District and County Councillors

County Cllr Kendrick provided a verbal update about a booking system at the Waste Recycling Centres.

District Cllr Parry was unable to attend the meeting.

To receive short statements or questions from members of the public

A member of the public spoke on behalf of four attendees who all live on Prince's Street. They received an update from Cllr Worthington about LCC's proposal to revoke the yellow lines on Prince's Street.

Minutes

102-2627 To receive apologies from any members unable to attend the meeting

Apologies received from Councillor Westerman, Grummitt, Castle, Peek and Gwilym.

103-2627 To receive Declarations of Interest in any agenda items below and record any dispensations

None.

104-2627 To adopt the minutes of the Ordinary Meeting on 26 August 2026

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

105-2627 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.

106-2627	Finance a) To note any income received since the meeting on 26 August 2026 Income noted as per Appendix 1. b) To note any internal bank transfers since the meeting on 26 August 2026 Internal transfers noted as per Appendix 2. c) To ratify any payments made since the last meeting on 26 August 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 August 2026 RESOLVED: Bank reconciliation approved as per Appendix 5 and signed by the Chair.
107-2627	To consider an application for co-option RESOLVED: Council co-opted David Parry. Since Mr Parry was unable to attend the meeting, the Clerk will arrange for a Declaration of Office to be signed before the next meeting.
108-2627	Planning a) To consider application 26/1079/HOUS – Middle Farm Barn, Metherringham Fen RESOLVED: No objection. b) To consider application 26/1083/LNC – White Hart, High Street, Metherringham RESOLVED: No objection. Clerk requested to query why painting of the exterior did not require planning permission. c) To consider application 26/1084/ADV – White Hart, High Street, Metherringham RESOLVED: No objection.
109-2627	To receive an update on a meeting with LCC Highways officers regarding yellow lines on Prince's Street Councillor Redpath met with officers, residents and County Councillor Kendrick to review the situation. Subsequent correspondence from LCC proposes to revoke the yellow lines.
110-2627	CCTV – To consider quotes for a new system Item deferred as Council is waiting on the receipt of quotes.
111-2627	Fayre & Feast a) To approve the following items of expenditure • Hiring of the band “The Bolt Ons” at a cost of £200 • Hiring of a bungee run at a cost of £190 • Purchase of a face board and paints – sum TBC RESOLVED: All items of expenditure approved. b) To delegate approval of any further expenditure on the event to the Clerk/RFO in conjunction with the Chair of the Council and the F&F Lead Organiser (Cllr Redpath) RESOLVED: Approval of further expenditure delegated as detailed above.

112-2627	To receive an update on Fire Safety inspections and approve the appointment of a Health & Safety organization to carry out checks. Fire extinguisher checks have been completed at the Parish Office, Library and Pavilion. RESOLVED: Council approved the appointment of a H&S organisation to carry out checks across all buildings the Council is responsible for.
113-2627	To approve the purchase of safety fencing at the Play Park including child safety gates The Clerk has attempted to obtain three quotes for the supply and installation of Bow Top fencing round the play park. Only one company, Culverwell Iron, has provided a quote of £150 per metre. The perimeter is approximately 64 metres (£9,600) but Council will also require the incorporation of a vehicular access gate and two child safety gates. NKDC have confirmed S106 funds can be used for this project. RESOLVED: Council approved the quote from Culverwell Iron, with an additional allowance of £2,400 (£12,000 in total) for the extra gates.
114-2627	To consider correspondence from Premier Education about use of the playing field Premier Education have requested use of the Star & Garter field during school holidays for the Holiday Club sessions they provide to the Primary School. They are willing to pay. ACTION: Clerk to ask Premier Education what level of donation they consider reasonable.
115-2627	To consider the purchase of a new Union Jack flag for the Memorial Garden RESOLVED: Councillor S. Curwen offered to obtain a quote for a new flag.
	To consider moving into a Closed Session to discuss the confidential matters below RESOLVED: Council to move into Closed Session.
116-2627	Staff Matters a) Handyperson's Backpay Council noted that the Handyperson is on the correct pay scale and not eligible for the backpay discussed at the meeting on 26 August 2026. b) Clerk's qualification (CiLCA) Council noted that the Clerk has passed the formal qualification for Parish Clerks. Following the elections scheduled for May 2027, the Council will be in a position to declare General Power of Competence.
117-2627	To receive an update on ongoing matters with an ex-employee Council discussed the latest update from its solicitor.
	The meeting closed at 7.45pm

APPENDIX 1: Income Received

Received	Received From	Description	Amount
25/08/26	Marie Gray	Stall Fee for Fayre & Feast ** REFUND **	-25.00
25/08/26	W&A Hardy	Stall Fee for Fayre & Feast	5.00
25/08/26	W&A Hardy	Stall Fee for Fayre & Feast	20.00
25/08/26	D Ali	Stall Fee for Fayre & Feast	20.00
26/08/26	WJ Williams	Stall Fee for Fayre & Feast	20.00
01/09/26	Swimming Pool	Loan Repayment #3	300.00
01/09/26	Janet Wheeler	Walking Group	10.88
01/09/26	VC Houlden	Stall Fee for Fayre & Feast	20.00
03/09/26	Kaz's Laser Kreations	Stall Fee for Fayre & Feast	20.00
03/09/26	Upholstery Adventure	Stall Fee for Fayre & Feast	20.00
04/09/26	Hub Cash	Post Office Deposit of Cash	179.50
08/09/26	Fae Macrame	Stall Fee for Fayre & Feast	20.00
08/09/26	Panis Caseum Ltd	Stall Fee for Fayre & Feast	20.00
08/09/26	Glyn Gutteridge	Stall Fee for Fayre & Feast	20.00
14/09/26	Miss V C Devlin	Stall Fee for Fayre & Feast	20.00
18/09/26	HR Tate	Stall Fee for Fayre & Feast	20.00
23/09/26	S Lee	Stall Fee for Fayre & Feast	25.00
28/09/26	Tammie Richards	Stall Fee for Fayre & Feast	20.00
28/09/26	Hub Cash	Post Office Deposit of Cash	168.90
28/09/26	Jessica Grimson	Stall Fee for Fayre & Feast	25.00
28/09/26	Alison Booth	Stall Fee for Fayre & Feast	20.00
28/09/26	CJ Martin	Stall Fee for Fayre & Feast	25.00
28/09/26	C Bayliss	Stall Fee for Fayre & Feast	25.00

APPENDIX 2: Internal Bank Transfers

Bank Date	From Account	To Account	Amount	Reason
28/08/26	UTY IA 673	UTY Current	20,0000	To cover payments

APPENDIX 3: Payments Ratified

Bank Date	Supplier	Description	Net	VAT	Gross
07/04/26	Lloyds Bank	Service charge (Apr)	4.25		4.25
17/04/26	Lloyds Bank	Service charge (Apr)	4.25		4.25
01/05/26	NKDC	Business rates (May)	140.00		140.00
05/05/26	Lloyds Bank	Service charge (May)	4.25		4.25
18/05/26	Lloyds Bank	Service charge (May)	4.25		4.25
01/06/26	Lloyds Bank	Service charge (Jun)	4.25		4.25
01/06/26	Lloyds Bank	Service charge (Jun)	4.25		4.25
28/08/26	NKDC	Council Tax (Aug)	116.00		116.00
28/08/26	NKDC	Business Rates (Aug)	89.00		89.00
31/08/26	Unity Trust Bank	Service Charge (Aug)	9.25		9.25
01/09/26	Antony Shaw	Salary (Aug)	2,575.20		2,575.20
01/09/26	Antony Shaw	WFH Allowance (Aug)	26.00		26.00
01/09/26	Michelle Ruzzak	Salary (Aug)	1,367.48		1,367.48

01/09/26	HMRC	PAYE (Aug)	1,579.61		1,579.61
02/09/26	Screwfix	REFUND - Tarpaulin for the F&F	-138.85		-138.85
03/09/26	NEST	Pension (Aug)	377.72		377.72
09/09/26	Yu Energy	Electricity (Sports Field) 01/08/26 to 31/08/26	27.45		27.45
16/09/26	British Gas Lite	Electricity (War Memorial) 01/08/26 to 01/09/26	22.33	1.12	23.45
16/09/26	Lloyds Bank	Monthly Fee for Corporate Purchasing Card (Sep)	3.00		3.00
16/09/26	The Parish Notice Board Company	Noticeboard for Homestead Fields	1,166.67	233.33	1,400.00
18/09/26	Total Energies	Electricity (Public Toilets) 01/08/26 to 31/08/26	27.72	1.39	29.11
18/09/26	Total Energies	Electricity (Health Clinic) 01/07/26 to 31/08/26	81.20	4.06	85.26
28/09/26	NKDC	Council Tax (Sep)	116.00		116.00
28/09/26	NKDC	Business Rates (Sep)	89.00		89.00

APPENDIX 4: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross
01/04/26	Rialtas	Final invoice for software provision	105.00	21.00	126.00
03/08/26	Screwfix	Cable ties	13.20	2.64	15.84
31/08/26	Sunbelt Rentals	Heras Fencing Hire (Aug)	120.96	24.19	145.15
01/09/26	EON Energy	Streetlight Maintenance (Jul to Sep)	548.50	109.70	658.20
01/09/26	Forum Computers	Microsoft 365 Subscription (Sep)	21.72	4.34	26.06
02/09/26	Wilson Alarm Systems	Library alarm system maintenance & monitoring 2026-27	607.00	121.40	728.40
04/09/26	Amazon VAT27	Clip boards for speedwatch volunteers	10.27	2.05	12.32
04/09/26	Poppy Shop UK	Poppy wreaths	49.17	9.83	59.00
05/09/26	Cloud Next	GOV.UK email hosting annual renewal	149.99	29.99	179.98
08/09/26	Amazon VAT27	Ink cartridges	18.78	3.76	22.54
08/09/26	Amazon VAT27	Black marker pens	6.86	1.37	8.23
08/09/26	Moor Lane Shoe Repairs	Spare keys for Star & Garter gate padlock	9.00		9.00
09/09/26	NKDC	Planning application fee for Castillo play tower ** REFUND **	-610.00		-610.00
15/09/26	O2	Mobile Contract (Clerk and Handyperson Phones)	23.50	4.70	28.20
15/09/26	Lincolnshire County Council	Road opening permit for Skipwith Crescent (Streetlight)	325.00		325.00
16/09/26	B&Q	MDF for the photo stand	29.17	5.83	35.00
18/09/26	PKF Littlejohn	External audit fee for 2025-26 AGAR	630.00	126.00	756.00
21/09/26	MKM	Scaffolding boards for F&F stalls	277.50	55.50	333.00
21/09/26	Paul Elmore	Window cleaning (Sep)	22.00		22.00
22/09/26	BT	Broadband (Sep)	49.95	9.99	59.94
23/09/26	Protect Signs	Portable speedwatch signs, stands and carry bags	205.58	41.12	246.70
23/09/26	Screwfix	Line marking paint	5.16	1.03	6.19
23/09/26	Amazon	Two CO2 fire extinguishers	62.00		62.00
23/09/26	B&Q	Slate for Parish Office flower bed	38.33	7.67	46.00
07/10/26	Greater Lincolnshire Libraries	Photocopier and phone call costs (Feb to Jul)	11.73		11.73
	TBC	Paint for the photo stand	119.25		119.25
	Amazon	Decal for the photo stand	5.99		5.99

	Amazon	Amazon Prime membership	114.00		114.00
	Antony Shaw	Salary (Sep)	2,436.59		2,436.59
	Antony Shaw	WFH Allowance (Sep)	26.00		26.00
	Michelle Ruzzak	Salary (Sep)	1,224.49		1,224.49
	NEST	Pension (Sep)	342.65		342.65
	HMRC	PAYE (Sep)	1,386.81		1,386.81

APPENDIX 5: Bank Reconciliation to the end of August 2026

Cashbook		
Opening Balance	01/04/2026	443,767.63
Income	01/04/2026 to 31/08/2026	301,167.94
Expenditure	Accrued in 2025-26 accounts	-10,316.42
Expenditure	01/04/2026 to 31/08/2026	-259,999.95
	Cashbook Balance	474,619.20

Bank Statements		
Unity Trust Current Account	31/07/2026	32,518.24
Unity Trust Reserves	31/07/2026	442,100.96
	Bank Balance	474,619.20