Metheringham Parish Council
Minutes of the Ordinary Meeting
Wednesday 28th October 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, Stephenson, Westerman, Peek and Parry
In Attendance: District Councillor Dave Parry
1 member of the public

Public Forum

To receive updates from District and County Councillors
County Cllr Kendrick was unable to attend the meeting.

District Cllr Parry provided a verbal update on:

- Changes to planning legislation are removing some of the power of planning committees
- The Central Lincolnshire Local Plan is out for consultation. Anyone can respond on their website.
- The Local Government Reorganisation proposal for Lincolnshire has been paused.

To receive short statements or questions from members of the public
A member of the public thanked the Council for the success of the Fayre & Feast event. They also enquired about progress on the yellow lines on Prince's Street and were advised LCC intend to remove them.

Minutes

118-2627 **To receive apologies from any members unable to attend the meeting**
Apologies received from Councillors Gwillym, Grummitt and Castle.

119-2627 **To receive Declarations of Interest in any agenda items below and record any dispensations**
None.

120-2627 **Adoption of Minutes**

a) To adopt the minutes of the full council meeting on 30th September 2026
RESOLVED: The minutes were adopted and signed by the Chair.

b) To adopt the minutes of the staffing committee meeting on 26th October 2026
RESOLVED: The minutes were adopted and signed by the Chair.

121-2627 **To receive a report from the Clerk on items arising or progressing since previous meetings**
The Clerk provided an update on the following items:

- **Homestead Fields Noticeboard -** Noticeboard delivered and taken away by Wilcox Homes for installation. Councillor Taylor is liaising regarding the location for installation.
- **Litter Picking Grant for 2026/27 -** Initial letter received from NKDC. Awaiting further instruction from NKDC on the process to apply. Grant will be in the region of £1,100.

- **National Grid – Meeting held** at Dunston Road allotments. They have an easement (legal entitlement) to access a strip of land across allotment 1, for maintenance purposes. This is likely to necessitate the removal of a shed. Further meeting arranged.

122-2627 Finance

a) To note any income received since the meeting on 30th September 2026
Income noted as per Appendix 1.

b) To note any internal bank transfers since the meeting on 30th September 2026
Internal transfers noted as per Appendix 2.

c) To ratify any payments made since the last meeting on 30th September 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 September 2026
RESOLVED: Bank reconciliation approved as per Appendix 5 and signed by the Chair.

123-2627 CCTV – To consider quotes for a new system

Three suppliers were approached, only two submitted quotes.
RESOLVED: Council awarded the contract for a new CCTV system to GH Security Systems, who quoted £22,153.22 plus VAT.

124-2627 Fayre & Feast

a) To receive a financial summary of this year's event
The Clerk presented a summary which showed:
Budget £6,000 (This is for all events, not just the Fayre & Feast)
Income £2,035.64 (Stall fees and sponsorship)
Expenditure £6,572.61
Balance £1,463.03 (To cover Remembrance Sunday and Christmas)

b) To consider the budget for the 2027 event, so planning can commence
RESOLVED: Council approved a budget of £9,000 for events in 2027/28.

125-2627 To consider a quote from NKDC's electrician to install a Defibrillator at 106 Caroline Road

NKDC have granted permission for a defibrillator at 106 Caroline Road on the condition the Council uses their approved electrical contractor. A quote of £1,073.25 has been received from BGIS Building Services Maintenance.
Council consider this quote excessive. Feedback to be sent to NKDC.

126-2627 Fencing

a) To receive an updated quote from Culverwell Iron for fencing at Prince's Play Park, that incorporates additional fencing and gates
Council previously accepted a quote from Culverwell Iron for fencing but requested additional work to include a vehicle access gate and three child-proof pedestrian gates.
Revised quote received for £11,778 plus VAT.
RESOLVED: Quote accepted.

	b) To consider a quote for fencing at the Parish Office Quote received from Culverwell Iron but Council deferred decision whilst other options and further information are obtained.
127-2627	**To consider correspondence from Future Scooters who offer scooter training at skateparks** Correspondence received detailed several offerings from Future Scooters who provide on-site training during summer holidays. Councillor S. Curwen has previous experience of Future Scooters and offered to engage with them to find out further information.
128-2627	**To consider correspondence from LCC about a proposed 40mph limit at Martin Moor** **RESOLVED**: Council has no objection
129-2627	To consider options for obtaining Fire Risk Assessments Several providers approached, only two offered quotes. **RESOLVED:** Council accepted a quotation from Optimum Safety. This is a one-year contract at £272 per month to: • Carry out a full health and safety audit across all council buildings and open spaces • Carry out fire risk assessments across all council buildings • Produce work-based risk assessments • Produce COSHH assessments
130-2627	**To note arrangements for Remembrance Sunday** This years' service will take place at 10am on Sunday 8th November. An Order of Service has been circulated to Councillors and sent to the printers.
	To consider moving into a Closed Session to discuss the confidential matters below **RESOLVED**: Council to move into Closed Session.
131-2627	**To consider recommendations from the Staffing Committee regarding recruitment of a Community Hub Co-Ordinator** Following a Staffing Committee meeting on Monday 26th October, it was proposed to Council that an advert be placed for a Community Hub Co-Ordinator. The post will be for 3 hours per week. **RESOLVED**: Proposal accepted. Clerk to prepare an advert in conjunction with Councillor Stephenson, Chair of the Staffing Committee.
132-2627	**To consider recommendations from the Staffing Committee regarding recruitment of a Cleaner** Following a Staffing Committee meeting on Monday 26th October, it was proposed to Council that an advert be placed for a contract agency to clean the Council's premises. **RESOLVED**: Proposal accepted. Clerk to prepare a specification and advert.
133-2627	**To receive an update on ongoing matters with an ex-employee** Council discussed the latest update from its solicitor.
	The meeting closed at 20.15pm

APPENDIX 1: Income Received

Received	Received From	Description	Amount
29/09/26	The Curry Box	Stall Fee for Fayre & Feast	20.00
30/09/26	Unity Trust Bank	Bank Interest (Jul to Sep)	2,408.02
30/09/26	Dutch Cakes and Treats	Dog Show Sponsorship	25.00
30/09/26	Shugs Sweets	Dog Show Sponsorship	10.00
30/09/26	Swimming Pool	Loan Repayment #4	300.00
01/10/26	NKDC	Precept Payment 2 of 2	102,750.00
01/10/26	Ditto4 Design	Dog Show Sponsorship	30.00
01/10/26	Janet Wheater	Walking Group	10.88
01/10/26	Bardney and Potter Dog Club	Dog Show Sponsorship	10.00
01/10/26	Mucky Paws	Dog Show Sponsorship	30.00
05/10/26	Enhance Embroidery	Dog Show Sponsorship	25.00
05/10/26	Enhance Embroidery	Dog Show Sponsorship	25.00
08/10/26	Janet Wheater	Walking Group Oct Payment ** REFUND **	-10.88
08/10/26	Fran Pembery	Ruler of the Feast trophy	25.64
12/10/26	Bae Tree Pet Supplies	Dog Show Sponsorship	20.00
14/10/26	Branston Potatoes	Bungy run sponsorship	200.00
15/10/26	Dora Krol	Dog Show Sponsorship	10.00
15/10/26	Dora Krol	Dog Show Sponsorship	10.00
15/10/26	Dora Krol	Dog Show Sponsorship	10.00
15/10/26	Colin Edwards	Dog Show Sponsorship	50.00
15/10/26	Walters Property	Dog Show Sponsorship	50.00
15/10/26	The Franklin Farm	Dog Show Sponsorship	20.00
15/10/26	Waffles	Dog Show Sponsorship	20.00
16/10/26	NKDC	CIL Payment (Dunston Road, 20/0029/FUL)	2,264.08
19/10/26	Fen Lane Canine	Dog Show Sponsorship	30.00
20/10/26	Dog Walking With Alice	Dog Show Sponsorship	15.00
26/10/26	Pat (Fayre & Feast)	Electricity Usage on Star & Garter Field	350.00

APPENDIX 2: Internal Bank Transfers

Bank Date	From Account	To Account	Amount	Reason
None				

APPENDIX 3: Payments Ratified

Bank Date	Supplier	Description	Net	VAT	Gross
08/10/26	Paul Elmore	Window cleaning (Sep)	22.00		22.00
08/10/26	B&Q	Slate for Parish Office flower bed	38.33	7.67	46.00
08/10/26	Greater Lincolnshire Libraries	Photocopier and phone call costs (Feb to Jul)	11.73		11.73
08/10/26	B&Q	Paint for the photo stand	119.25		119.25
08/10/26	Amazon	Lancaster decal for the photo stand	5.99		5.99
08/10/26	HMRC	PAYE (Sep)	1,386.81		1,386.81
08/10/26	Yu Energy	Electricity (Sports Field) 01/09/26 to 30/09/26	44.32	2.22	46.54
08/10/26	Metheringham Armed Forces Car Assoc.	Grant Award	1,000.00		1,000.00

08/10/26	Paul Reynolds Plumbing	Unblocking Village Hall toilet drain	120.00		120.00
12/10/26	Glendale Countryside	Grass Cutting (Aug)	460.00	92.00	552.00
12/10/26	Total Audio Solutions	Stage lighting and one confetti canon	500.00	100.00	600.00
15/10/26	O2	Mobile Contract (Clerk and Handyperson Phones)	23.50	4.70	28.20
16/10/26	Amazon VAT27	Clip boards for speedwatch volunteers	10.27	2.05	12.32
16/10/26	Poppy Shop UK	Poppy wreaths	49.17	9.83	59.00
16/10/26	Amazon VAT27	Ink cartridges	18.78	3.76	22.54
16/10/26	Amazon VAT27	Black marker pens	6.86	1.37	8.23
16/10/26	NKDC	Planning application fee for Castillo play tower ** REFUND **	-610.00		-610.00
16/10/26	Lincolnshire County Council	Road opening permit for Skipwith Crescent (Streetlight)	325.00		325.00
16/10/26	Protect Signs	Portable speedwatch signs, stands and carry bags	205.58	41.12	246.70
16/10/26	O. Heap & Son (Derby) Limited	Two CO2 fire extinguishers	62.92	12.58	75.50
16/10/26	DBL Max Limited	Fence pins for F&F posters	33.32	6.66	39.98
16/10/26	Total Energies	Electricity (Library) 01/09/26 to 30/09/26	72.41	3.62	76.03
16/10/26	Total Energies	Electricity (Health Clinic) 01/09/26 to30/09/26	58.23	2.91	61.14
16/10/26	Wilkin Chapman & Rollits	Legal services	1,836.00	367.20	2,203.20
16/10/26	Lloyds Bank	Monthly Fee for Corporate Purchasing Card (Oct)	3.00		3.00
19/10/26	Lincs Bounce	Bungee Run	158.33	31.67	190.00
19/10/26	Helen Maltby	Face Painting	200.00		200.00
19/10/26	DB Entertainment	Climbing Wall Hire	803.00	160.60	963.60
19/10/26	John Marshall	Event Compere	150.00		150.00
19/10/26	Heroes Assemble	Two "Heroes"	200.00		200.00
20/10/26	Total Energies	Electricity (Public Toilets) 01/09/26 to 30/09/26	34.14	1.71	35.85
22/10/26	British Gas Lite	Electricity (War Memorial) 01/09/26 to 01/10/26	22.22	1.09	23.31
23/10/26	Contractor Total Solutions	Event Security	640.00		640.00
23/10/26	Sound Guy Systems	Sound engineer	500.00		500.00
23/10/26	Whiskey Rose	Band Performance	180.00		180.00
23/10/26	The Bolt-Ons Band	Band Performance	200.00		200.00
23/10/26	Lyndsay Howden	First Aid Cover	340.00		340.00
26/10/26	Chores Hygiene Management Ltd	Office Cleaning (Jul)	558.72	111.74	670.46
26/10/26	Npower	Streetlight Electricity (Jul to Sep 2026)	2,044.03	408.81	2,452.84
26/10/26	Neil Osgerby	Hire of fairground organ	150.00		150.00
26/10/26	Total Recall	Band Performance	600.00		600.00
26/10/26	Brian Hellyer	Magician	380.00		380.00
26/10/26	Shugs Sweets	Consolation prizes for Ruler of the Feast contestants	20.00		20.00
26/10/26	RUKUS	Band Performance	250.00		250.00

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
04/08/26	Screwfix	Extension pole	12.07	2.42	14.49
23/09/26	Screwfix	Line marking paint	5.16	1.03	6.19
03/10/26	Amazon VAT21	Amazon Prime membership	95.00	19.00	114.00
30/09/26	Sunbelt Rentals	Heras Fencing Hire (Sep)	126.72	25.34	152.06
25/09/26	Right Action	Fire extinguisher safety checks (Library)	43.40	8.68	52.08
01/10/26	Forum Computers	Microsoft 365 Subscription (Oct)	21.72	4.34	26.06
09/10/26	Amazon VAT21	Orange flower crown	7.97	1.59	9.56
12/10/26	Amazon VAT21	Orange flower crown	7.97	1.59	9.56
12/10/26	Amazon VAT27	A4 Laminating Pouches	6.16	1.23	7.39
08/10/26	JVW Fresh Produce	Six boxes of potatoes	120.00		120.00
11/10/26	Amazon VAT21	Number stickers	3.32	0.67	3.99
12/10/26	Screwfix	Tarpaulin and other sundries	124.70	24.94	149.64
12/10/26	Screwfix	Quick setting cement	14.99	3.00	17.99
15/10/26	O2	Mobile Contract (Clerk and Handyperson Phones)	23.50	4.70	28.20
19/10/26	Vic Group	Hire of lighting stanchion - DEPOSIT	416.67	83.33	500.00
19/10/26	Vic Group	Hire of lighting stanchion - CREDIT	-125.83	-25.16	-150.99

15/10/26	7 Core Electrical Wholesale	Multipurpose Wipes	11.35	2.27	13.62
12/10/26	7 Core Electrical Wholesale	RCD socket and 3core cable	51.19	10.24	61.43
06/10/26	7 Core Electrical Wholesale	Multiple electrical items (cable, sockets)	129.80	25.96	155.76
15/10/26	B&Q	Sharp sand	11.23	2.25	13.48
15/10/26	The Range	Crisps for the Cadets lunch	3.25		3.25
15/10/26	M&S	Sandwiches and snacks for the Cadets lunch	22.30		22.30
16/10/26	Co-op	Snacks for the Cadets lunch	10.97	1.63	12.60
16/10/26	Bypass Service Station	Diesel for flat bed truck to collect Homestead Fields noticeboard	50.00	10.00	60.00
17/10/26	J.A. Andrews & Sons	Sausage rolls for the Cadets lunch	30.00		30.00
22/10/26	BT	Broadband (Oct)	49.95	9.99	59.94
24/10/26	Paul Elmore	Window cleaning (Oct)	22.00		22.00
26/10/26	TBC	Refreshements for the Jack Cartwright talk on 27 October	28.95		28.95
30/09/26	Glendale Countryside	Grass Cutting (Sep)	773.00	154.60	927.60

APPENDIX 5: Bank Reconciliation to the end of September 2026

Cashbook		
Opening Balance	01/04/2026	443,767.63
Income	01/04/2026 to 30/09/2026	304,890.24
Expenditure	Accrued in 2025-26 accounts	-10,316.42
Expenditure	01/04/2026 to 30/09/2026	-278,348.71
	Cashbook Balance	**459,992.74**

Bank Statements		
Unity Trust Current Account	30/09/2026	15,483.76
Unity Trust Reserves	30/09/2026	444,508.98
	Bank Balance	**459,992.74**