

**NETTLEHAM PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM
ON TUESDAY 20 MAY 2025, AT 7.30PM**

Present Councillors: Cllr Mrs A. White (Chairman), Cllr P. McNeill (Vice-Chair),
Cllr D. Newsam, Cllr A. Simpson, Cllr A. Crook, Cllr C. Johnson,

Also in attendance: Cllr J. Barrett & Cllr F. Brown of West Lindsey District Council, Lucy Waller
(Parish Clerk),

Councillors not present: Cllr C. Payne & Cllr K. Swain

The public session commenced at 7.15pm

In addition to the previously circulated written report from the West Lindsey District Councillors, members noted an update of new signage to discourage littering from cars. Councillor Barrett informed those present that a recent community litter pick attended by himself and Councillor Brown had been well attended

There being no further matters for the public session the meeting commenced at 7.20pm

1. Election of Chairperson and to sign the Declaration of Acceptance of Office

It was **RESOLVED** to elect Councillor A. White as the Chair

Councillor White duly signed the Declaration of Acceptance of Office, which was witnessed by the Proper Officer.

2. Election of Vice Chairperson and to sign the Declaration of Acceptance of Office

It was **Resolved** to elect Councillor P. McNeill as the Vice –Chair

Councillor McNeill duly signed the Declaration of Acceptance of Office, which was witnessed by the Proper Officer.

3. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.

Apologies were received from Councillors Payne and Swain. It was **RESOLVED** to accept the reasons for absence. Members also noted apologies from Councillor J. Brockway of Lincolnshire County Council

4. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.

Cllr D Newsam highlighted that he was named on the payment list and that he had an interest as the submitter of the grant application for consideration at item 7e of this agenda.

5. To RESOLVE to approve the notes of the Parish Council's Meeting held on 15/04/2025 as the minutes of the meeting.

It was **RESOLVED** to approve the notes of the Parish Council's Meeting held on 15/04/2025 as the minutes of the meeting.

6. Clerk's report.

Members noted the circulated report and the verbal update that no election had been requested in respect of the vacancy due to the resignation of J. McGuire.

7. Financial Matters

a) To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.

It was **RESOLVED** to NOTE AND RATIFY the pre-approved payments made since the last meeting and to **RESOLVE** to approve the schedule of accounts for payment as shown in APPENDIX A of these minutes.

b) To NOTE the Full and Summary Income & Expenditure Reports as at 30.04.25. and the Council's Bank Account & Earmarked Reserves balances at 30.04.25.

The Full and Summary Income & Expenditure Reports as at 30.04.25. and the Council's Bank Account & Earmarked Reserves balances at 30.04.25. were noted

c) To NOTE Council expenditure incurred under s.137 Local Government Act 1972 – for 2024/25

Members noted the Council expenditure incurred under s.137 Local Government Act 1972 – for 2024/25 and that this hadn't exceeded legal limits.

d) To RESOLVE to pre-approve regular automated payments (by electronic payment or Direct Debit) for the municipal year 2025 -2026.

It was resolved to pre-approve regular and automated payments for the municipal year 2025 - 2026. As shown in APPENDIX B of these minutes.

e) To RESOLVE a response to a Grant Request of £495.60 for the Village Carnival

Councillor D. Newsam gave a brief introduction of this item and then left the meeting.

It was **Resolved** to award a grant of **£495.60 for the Village Carnival** (Expenditure under LGA1972 s.145)

Councillor D. Newsam rejoined the meeting.

Action point: RFO to arrange payment.

f) To consider a proposal for CIL expenditure of Approx £4280.00 for a storage container at Mulsanne Park and RESOLVE any action.

It was **RESOLVED** to approve CIL expenditure of approx. £4280.00 for a storage container at Mulsanne Park subject to confirmation of that this is acceptable use of CIL funds from the West Lindsey District Council CIL officer.

Action Point: Clerk to seek confirmation regarding acceptable use of CIL funds.

8. Planning Matters

a. To RESOLVE a response to West Lindsey District council regarding the below planning applications:

WL/2025/00402. Planning application for the erection of 5no. dwellings. LAND SOUTH OF WRAGBY ROAD EAST NORTH GREETWELL LINCOLN LN2 4QZ

WL/2025/00427. Planning application to erect 2no. dwellings being variation of condition 2 of planning permission 146221 granted 31 March 2023 - amended site plan to show new location of the access. LAND NORTH OF WRAGBY ROAD EAST, NORTH GREETWELL LINCOLN LN2 4RA

It was **RESOLVED** to submit no objections /comments to either application

b. Any other planning matters, including any applications received after the agenda was published.

It was noted that a planning application received late on the day of the meeting requiring a response prior to the next meeting would be circulated for comment in accordance with the Planning Response Policy.

9. Annual Council Matters

a) Nominations & Appointments to Committees, Panels & local outside bodies

It was **RESOLVED** to make the appointments as set out in APPENDIX C of these minutes.

b) Review of delegation arrangements to Committees & staff

It was **RESOLVED** to reapprove the delegation arrangements as per the circulated report.

c) Review of the Council's Risk Register

It was noted that the Risk Register had been reviewed by the RFO, and no changes were recommended. It was **RESOLVED** to readopt the Risk Register as circulated.

d) Review of the Council's Assets Inventory including land, buildings and equipment

It was noted that the Asset Register had been reviewed and updated by the RFO and any changes since the last annual meeting were highlighted in red. A query was raised regarding a Speed

Indicator Device that appeared to be missing from the Asset Register. It was **RESOLVED** to approve the Asset Register as circulated subject to the addition of the Speed Indicator Device.

Action point: RFO to add the Speed Indicator Device to the Asset Register

e) To RESOLVE the renewal of insurance cover for all insured risks from 1/6/24

It was **RESOLVED** to renew the insurance cover with Clear Councils at a cost of £5790.00. The Clerk was asked to investigate the extent of tool usage covered by the insurance for Councillors and Volunteers and if the cover could be increased to include power tools.

Action Point: Clerk to investigate the extent of tool usage covered by the insurance for Councillors and Volunteers and if the cover could be increased to include power tools.

f) Review of the Council's and employees' membership of other bodies and annual subscriptions.

It was **RESOLVED** to continue the membership of other bodies and annual subscriptions as per the circulated report.

g) To readopt the Council's Standing Orders, Financial Regulations & other key policies

It was **RESOLVED** to adopt the changes to the Standing Orders and Financial Regulations as recommended by officers in the circulated report.

It was **RESOLVED** to readopt unchanged the below policies:

Capability Procedure, Data Breach Policy, Data Protection Policy, Dignity at Work/Bullying and Harassment Policy, Disability Discrimination Policy, Disciplinary Policy, Equal Opportunities Policy, Grievance Procedure, Handling Freedom of Information Requests Policy, Lone Working Policy & Procedure, Media Policy, Privacy Policy, Privacy Notice – general, Privacy Notice - Staff, Cllrs & Volunteers, Publication Scheme (Freedom of Information), Records Retention Policy, Complaints Policy & Procedure, Councillors Code of Conduct, Staff Recruitment Policy, Subject Access Request Procedure, Training & Development Policy, Vexatious and Habitual Requests and Complaints Policy, Whistleblowing Policy, Home Working, CCTV Policy and Impact assessment.

It was noted that the new amended Health & Safety Policy was being checked by the advisor and adoption was deferred to a future meeting.

Action Point: Clerk & Staff to update policies accordingly and republish

h) To approve Terms of Reference - Parish Council Working Groups & Committees

It was **RESOLVED** to approve the Terms of Reference - Parish Council Working Groups & Committees unchanged.

i) To resolve the time and place of ordinary meetings of the Council and Property Committee up to and including the next annual meeting of the Council.

The time and place of ordinary meetings of the Council and Property Committee up to and including the next annual meeting of the Council were **RESOLVED** as shown in APPENDIX D of these minutes.

10. Working Groups (to RESOLVE any action in relation to the proposals of):

Nettsafe- integrated traffic plan

It was **RESOLVED** to submit the suggested integrated traffic plan to Lincolnshire County Council

BFRWG – Weil's Disease signage (remove and replace with information on notice boards).

Members noted that the warning signage had been publicly criticised and that upon reflection the Working Group felt that an information poster on Council notice boards with greater information would be more appropriate than the signage without context.

It was **RESOLVED** to remove the Weil's Disease signage and place information posters on the notice boards. (Cllrs White and McNeill abstained from the vote)

Action Point: BFRWG to produce appropriate posters

11. Urgent Property matters:**a. Riverdale no mow / reduced mow proposals – Resolve action**

Members noted the feedback from public consultation received and **RESOLVED** to adopt the proposed management plan including no mow / reduced mow with the addition of a mown strip along the boundary adjacent to 10 Ash tree Avenue and the removal of any stipulation as to which contractor will or will not be used. (Cllr Newsam abstained from the vote).

Action Point: Cllr C. Johnson to update the management plan accordingly.

b. To resolve to delegate to the Clerk in conjunction with the Chairs of Council and Property Committee to approve necessary expenditure to address tree works required at Mulsanne Park, including authority to exceed annual budget and utilise EMR for tree works, subject to obtaining 3 quotes.

In an amendment to the original item it was **RESOLVED** to delegate to the Clerk in conjunction with the Chairs of Council and Property Committee and *Cllr C. Johnson* to approve necessary expenditure to address tree works required at Mulsanne Park, including authority to exceed annual budget and utilise EMR for tree works, subject to obtaining 3 quotes.

Action Point: Clerk to seek quotes and query with RFO the amalgamation of all tree budgets to a single coding and an increase to budgets in future years.

12. Correspondence (to be noted or for response)**a. Request to place an additional memorial plaque on a bench.**

It was **RESOLVED** to approve the request subject to the Clerk approving the final design.

b. Mobile catering trailer Mulsanne

It was **RESOLVED** to approve the request subject to receipt of all appropriate documentation and a site fee of £20 per visit.

c. Request for a Head Microphone at the old school

It was **RESOLVED** to approve the request with authorised expenditure up to £300 subject to further investigation of requirements and compatibility with existing systems. It was noted that if the use of the portable PA equipment was required this must be booked separately with the office.

Action Point: Cllr P. McNeill to liaise with requester to determine need and compatibility with existing systems.

Action Point: Clerk to respond to senders.

13. Items for inclusion on the next agenda /Date of Next Meeting of the Parish Council –

This has been suggested for Tuesday 24th June 2025 at the Small Hall, Mill Hill, Nettleham

It was noted that the next meeting of Council would be Tuesday 24th June 2025, and the next Property Committee would be on the 10th June 2025.

Items for the next Property Committee highlighted were CIL expenditure on Outdoor Table Tennis equipment and a Sports Wall

14. Risk Management

No items highlighted.

15. To RESOLVE whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

It was **RESOLVED** to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

Members of the public left the meeting

16. Staffing matters (*Exclusion of Public and Press recommended due to staff data*)

- Receive the recommendations of the interview panel and resolve any action.
It was **RESOLVED** to adopt the confidential recommendation of the Interview Panel and make an offer of employment.
- To RESOLVE if any further action is required during the temporary staffing shortfall/
Recruitment.
It was **RESOLVED** to continue the temporary public opening hours of the Parish Office until further notice.

17. Contractor matter (*Exclusion of Public and Press recommended due to commercially sensitive data*)

Members noted the confidential report, and it was **RESOLVED** to adopt option A of the report and authorise the Clerk to incur expenditure of up to £1000.

The meeting closed at 9.07pm

APPENDIX A - Schedule of Payments May 2025

Invoice Date	Ref	Supplier	Nett	VAT	Total
10/04/2025	436	ACTIVE8	51.55	10.31	61.86
09/04/2025	437	WLDC	91.67	18.33	110.00
09/04/2025	438	WLDC	91.67	18.33	110.00
10/04/2025	439	RUDIE	720.00	144.00	864.00
07/04/2025	440	RETTFORD	53.55	10.71	64.26
08/04/2025	441	KONICA	79.35	15.87	95.22
08/04/2025	442	PKFLITTLE	2538.25	507.65	3045.90
11/04/2025	443	RIALTAS	872.00	174.40	1046.40
08/04/2025	445	MIDLINCSROOF	195.00	39.00	234.00
30/04/2025	446	ACTIVE8	29.26	5.85	35.11
29/04/2025	447	JSFHOOO	40.00	0.00	40.00
30/04/2025	448	EXECUTIVE CLEANING	700.00	0.00	700.00
30/04/2025	449	LINC WEB DESIGN	171.00	0.00	171.00
30/04/2025	450	CONTINENTAL	3127.65	625.53	3753.18
24/01/2025	451	LALC	175.00	35.00	210.00
05/05/2025	452	NETTLEHAMFC	534.00	0.00	534.00
08/05/2025	453	ESPO	133.90	26.78	160.68
07/05/2025	454	CROPPER	1300.00	0.00	1300.00
07/05/2025	455	ACTIVE8	51.55	10.31	61.86
TOTAL INVOICES			10955.40	1642.07	12597.47

02/04/2025	CB335	Indeed	99.76	0	99.76
02/04/2025	CB336	Gopak Folding Tables	223.86	44.73	268.39
02/05/2025	CB337		31.08	6.21	37.29
04/04/2025	CB338	Co Op Bank	13.96	0	13.96
11/04/2025	CB339	Smartest Energy	168	8	160
11/04/2025	CB340	Smartest Energy	102.86	5.14	109
07/04/2025	CB341	BT	92.78	18.56	111.34
10/04/2025	CB342	Petty Cash	100	0	100
10/04/2025	CB343	Allen Signs	203.2	40.64	243.84
15/04/2025	CB344	Smartest Energy	113.84	5.69	119.53
15/04/2025	CB345	Smartest Energy	440.57	88.11	538.68
15/04/2025	CB346	Smartest Energy	275.65	13.78	289.43
17/04/2025	CB347	Octopus Energy	115.45	6.08	121.53
23/04/2025	CB348	Peninsula	169.43	33.89	203.32
22/04/2025	CB349	Fleetdrive	306	61.19	367.19
22/04/2025	CB350	EE	100.98	20.2	120
22/04/2025	CB351	Personnel Advice	100	20	120
23/04/2025	CB352	VATix	51.1	10.22	61.32
23/04/2025	WAGES	Wages	9349.28	0	9349.28
25/04/2025	CB353	Amazon	10.3	2.06	12.36
30/04/2025	CB354	BT	133.59	26.72	160.31
30/04/2025	CB355	Dataplan	65.79	13.16	78.985
30/05/2025	CB356	Unity Bank	14.4	0	14.4
06/05/2025	CB357	Indeed	48.43	0	48.43
06/05/2025	CB358	AVQ Software	93.95	0	93.95
08/05/2025	CB359	BT	99.49	19.9	119.39
02/05/2025	CB360	Co Op Bank	13.82	0	13.82
TOTAL CASHBOOK			12537.57	444.28	12975.51

TOTAL PAYMENTS	23492.97	2086.35	25572.98
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APPENDIX B - regular and automated payments for the municipal year 2025 -2026.

Supplier Name	Method	Details
Salaries	BACS	Nett Salaries
PAYE	Direct Debit	Income Tax/NIC
LSPS Pension	Direct Debit	Pension Contributions
Nest Pension	Direct Debit	Pension Contributions
IRIS Payroll	Direct Debit	Payroll administration
BT Group	Direct Debit	Broadband
VAT Ix	Direct Debit	Lone working app
Personnel Advice & Solutions	Standing Order	Personnel advice
EE	Direct Debit	Mobile telephone
Executive Cleaning	BACS	Cleaning services
Lincoln Web Design	BACS	IT Services/Office 365
Active 8	BACS	Telephone
Energy / Old School Small Hall	Direct Debit	Gas / Electricity
Energy / Old School Large Hall	Direct Debit	Gas / Electricity
Energy / Mulsanne Park & Pavillion	Direct Debit	Gas / Electricity
Energy / Parish Office	Direct Debit	Gas / Electricity
Unity Bank	Direct Debit	Bank charges
Co Op Bank	Direct Debit	Bank Charges
Konica Minolta	BACS	Photocopier
Fleetdrive Management	Direct Debit	Vehicle lease
Anglian Water / Old School	Direct Debit	Water
Anglian Water / Mulsanne	Direct Debit	Water
Anglian Water / Office	Direct Debit	Water
Peninsula Solutions	Direct Debit	H&S Services

All payments are variable aprt from Personnel Advice & Solutions

APPENDIX C – Appointments

PARISH COUNCIL COMMITTEES & WORKING GROUPS 25-26

Committee	Property Committee:	Finance Committee:	HR Committee:
Required number of members as per TOR:	5 Councillors <i>The Council Chairman and Vice Chair are historically ex-officio (no voting rights) in addition to the 5</i>	4 Councillors including the Chairs of the Council, HR Committee and Property Committee.	3 Councillors <i>(In line with best practice the Chairman of the Council does not currently sit on the HR Committee but is available as a substitute).</i>
Membership/notes:	Cllr D Newsam Cllr A Simpson Cllr A Crook Cllr C Johnson Cllr C Payne	Chair of the Council – Cllr A White Chair of Property Committee TBC Chair of HR Committee TBC VACANCY	Cllr C Johnson Cllr A Simpson Cllr P McNeill (Sub – Chair of Council)

Working Group:	Nettsafe Highways Working Group	Emergency Plan Working Group (defunct)	Conservation Working Group	Climate Change Working Group	Speed Monitoring Working group
Required number of members as per TOR:	2 Councillors plus any co-opted non councillors or councillors	Not specified but lead councillor required:	2 Councillors plus any co-opted non councillors or councillors	2 Councillors plus any co-opted non councillors or councillors	2 Councillors plus any co-opted non councillors or councillors
Current Membership/notes:	Cllr A Simpson (Lead) Cllr A White Cllr D Newsam Cllr K Swain	VACANCY Lead Councillor required	Cllr A Simpson (Lead) Cllr A White	Cllr C Johnson (Lead) VACANCY	Cllr C Payne (Lead) Cllr A Crook

The Council Chairman and Vice Chair are historically ex-officio (no voting rights) on all Parish Council Working Groups & the Property Committee (unless otherwise included in membership).

Tree Application Volunteer – Su Colman

PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES – 2025/26

VILLAGE HALL COMMITTEE
(1 representative)
Cllr C Johnson / Cllr P McNeill (Sub)

APPENDIX D – Ordinary meetings of the Parish Council and Property Committee 2025-2026

Month	Property Committee	Parish Council	Notes
June 2025	10 June	24 June	OS (SH)
July 2025		22 July	OS (SH)
August 2025			No Meetings
Sept 2025	9th Sept	23 Sept	OS (SH)
Oct 2025		21 Oct	MP
Nov 2025	4 Nov	18 Nov	MP
Dec 2025	2 Dec	16 Dec	MP
Jan 2026		27 Jan	MP
Feb 2026	3 Feb	24 Feb	Prop C MP PC OS (SH)
Mar 2026	3 Mar	17 Mar	OS (SH)
Apr 2026	14 Apr	28 Apr * Old School Large Hall	*Full Council (7.15) & Annual Parish Meeting Time TBC
May 2026	5 May	19 May*	*Annual Council Meeting (ACM)-

At Old School , Small Hall (OS SH) except April Council / APM and Mulsanne Pavillion in Winter Months Marked as MP.

Public session 7.15 pm Meeting Start 7.30pm Time of Annual Parish Meeting to be confirmed