Nettleham Parish Council
The Parish Office
Scothern Road
Nettleham
LN2 2TU

rfo@nettleham-pc.gov.uk

You are hereby summoned to attend the meeting of Nettleham Parish Council which will be held on Tuesday 17 November 2026 commencing at 7.15 pm at the Mulsanne Pavillion.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Carl Thomas
Clerk to the Council
12/11/2026

AGENDA

1 Public session (15 minutes)
2 To receive apologies and reasons for absence
3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests.
4 To approve draft minutes of the Parish Council Meeting held on 20/10/26
5 To note the Clerk to the Council's report
6 To note the resignation of Cllr A. Simpson from the HR Committee
7 To elect a Councillor to the HR Committee
8 Planning Matters & Applications
  a) Planning: WL/2026/ 01001 - 38 Waskdyke Lane, Nettleham, LN2 2PY
  Planning application for single storey rear extensions and first-floor rear extension including replacement front door and french doors to front elevation
  (25302)
  b) Any other planning matters, including any applications received after the agenda was published
9 Financial Matters
  a) To approve accounting statements for the period ending 31/10/26
  b) To approve the schedule of payments
  c) To discuss draft budget for 2027/28
  d) Grant application from The Hub
10 Committee Reports
11 Working Groups
12 Parish Matters
  a) To discuss review of Nettleham Conservation Area
  b) To note the 2027 Nettleham Carnival and any actions by the Council

c) To discuss request for a memorial bench

13 Policy Review

a) To re-adopt Beck Management Policy

b) To re-adopt IT Policy

c) To re-adopt the Handing of FOI Requests Policy

d) To re-adopt the Data Breach policy

e) To adopt Social Media Policy

14 Next meeting will be Tuesday 15/12/26 at 7.15 pm
Items for the agenda by 08/12/26

15 To resolve to go into closed session in view of the confidential nature of the business to be discussed.

16 To discuss Ray Sellars Award

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Minutes of the Nettleham Parish Council held at 7.15 pm at the Mulsanne Pavillion on 20 October 2026

Present: C. Thomas (Clerk), Cllr A. White (Chair), Cllr P. McNeill, Cllr C. Payne, Cllr D. Newsam, Cllr T. Crook, Cllr C. Johnson, Cllr P. Lidbury,
In Attendance: C. Thomas (Clerk), Cllr J.Brockway (LCC), Cllr J. Barrett (WLDC), Cllr F. Brown (WLDC),
Members of public present: 1

1 **Public session (15 minutes) - Ref: 428**

1 member of the public spoke on the Tennis Club reserves. The Clerk explained that the reserves were adjusted during budget approval and as a Council asset any funding requests would be favourably received. Cllr J.Brockway (LCC) spoke in respect of parking issues within the village particularly Mill Lane and around The School. LCC Officers would be investigating as they would flooding issues along Scothern Road. She also updated Councillors on the Local Government Reorganisation.
Cllrs J. Barrett & Cllr F. Brown discussed speeding concerns and sought support from the Parish Council.

2 **To receive apologies and reasons for absence - Ref: 429**

Cllr A. Simpson

3 **To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 430**

Cllr C. Johnson in items 10C and 10D

4 **To approve draft minutes of the Parish Council Meeting held on 08/09/26 - Ref: 431**

It was resolved to approve the minutes as a true record.

5 **To approve draft minutes of the Parish Council Meeting (closed session) held on 08/09/26 - Ref: 432**

It was resolved to approve the minutes as a true record.

6 **To approve draft minutes of the Extraordinary Parish Council Meeting held on 08/10/26 - Ref: 433**

It was resolved to approve the minutes as a true record.

7 **To discuss Co-Option application from Simon Dear - Ref: 434**

This application had been withdrawn.

8 **To note the Clerk to the Council's report - Ref: 435**

The Clerks report was noted.

9 **Planning Matters & Applications - Ref: 436**

a) **Planning: WL/2026/ 00849 - Land at Ash Tree Farm, Sudbrooke Lane, Nettleham**
Planning application to remove existing agricultural building and erect 5no. dwellings including the change of use of land from agricultural to residential and upgrade of the existing access being variation of condition 4 of planning permission WL/2024/00947 granted 17 October 2025 - amended dwelling

It was resolved to take a neutral stance on this application whilst commencing on potential flooding risk and limiting work and deliveries at weekends.

b) **Planning: WL/2026/ 00920 - 27 Larch Avenue, Nettleham, LN2 2GB**
Planning application for extension & alterations to dwelling(25264) - Ref: 438

No objections.

c) **Any other planning matters, including any applications received after the agenda was published - Ref: 439**

None

10 **Financial Matters - Ref: 440**

a) **To approve accounting statements for the period ending 30/09/26 - Ref: 441**

It was resolved to approve the accounting statements for the period ending 30/09/26.

b) **To approve the schedule of payments - Ref: 442**
It was resolved to approve the schedule fo payments totalling £18796.28

Cllr C. Johnson left the meeting.

c) **Grant Application: Nettleham Woodland Trust(25229) - Ref: 443**
It was resolved to approve the application for £556.00.

d) **Nettleham Tennis Club - Ref: 444**
It was resolved to approve funding of £7500 towards medium term court refurbishment and £2300 towards a storage container.

Cllr C. Johnson rejoined the meeting

e) **To note national pay award effective 01/04/26 - Ref: 445**
This was noted

11 **Committee Reports - Ref: 446**
No committee reports available

12 **Working Groups - Ref: 447**
No reports available

13 **Parish Matters - Ref: 448**

a) **To consider an electric charge point - Ref: 449**
It was agreed to further investigate provision of a public charging point.

b) **Refuse Bin Stickers(25254) - Ref: 450**
It was resolved to purchase the bin stickers at a cost of £235.

c) **To discuss request for footpath on Lodge Lane to A158 and traffic island. - Ref: 451**
It was agreed to further investigate and make a formal request to Lincolnshire County Council for a footpath along Lodge Lane to link up with the A158 together with a traffic island for further pedestrian safety.

14 **Next meeting will be Tuesday 17/11/26 at 7.15 pm - Ref: 452**
Items for the agenda by 10/11/26

Meeting closed at 8.05 pm

Public Tracking Report

New Allotments

Ref: 24280 **Created: 07/08/2025**

Electrical work completed in building. Groundworks completed.
Plot marking completed. Building work to commence Jan 27.
Existing tenants contacted for plot selection.

Dropped Kerbs Co-Op Vicarage Lane

Ref: 24473 **Created: 20/10/2025**

TRO implemented. Dropped kerbs not installed.
Works order for dropped kerbs raised 01/10/26. Timeline not available.

Reduction of Speed Limit on A158

Ref: 24714 **Created: 21/02/2026**

TRO request submitted for a review of A158 between Greetwell and Sudbrooke.
Sudbrooke, North Greetwell & Reapham PC and relevant district councillors invited to support the request.
Reapham PC, Cllr. J. Brockway agreed to support.

Bishops Meadow Lease

Ref: 24727 **Created: 25/02/2026**

Matters in progress.

Tree Walk Leaflet Printing

Ref: 25161 **Created: 18/08/2026**

Leaflets printed & collected.
Awaiting distribution.

Refuse Bin Stickers

Ref: 25254 **Created: 09/10/2026**

Stickers received from printers. Awaiting fixing to bins.

Nettleham
Parish Council

Accounting Statements

Financial Year Ending 31st March 2027

Period Ending 31st October 2026
Month 7

NETTLEHAM PARISH COUNCIL

Summary Income & Expenditure by Budget Heading 01/11/2026

Month No: 7

Cost Centre Report

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION	Income	39,733	268,937	233,750	(35,187)			115.1%
		Expenditure	16,034	113,079	181,721	68,642	281	68,361	62.4%
		Movement to/(from) Gen Reserve	23,699	155,857	52,029	(103,828)			
102	OLD SCHOOL	Income	1,470	19,312	29,250	9,938			66.0%
		Expenditure	(7,991)	348	13,614	13,266	604	12,661	7.0%
		Movement to/(from) Gen Reserve	9,460	18,964	15,636	(3,328)			
103	BURIAL GROUNDS	Income	750	6,460	13,000	6,540			49.7%
		Expenditure	0	1,643	4,497	2,854		2,854	36.5%
		Movement to/(from) Gen Reserve	750	4,817	8,503	3,686			
104	ALLOTMENTS	Income	0	0	1,450	1,450			0.0%
		Expenditure	37	2,030	4,092	2,062	9	2,053	49.8%
		Movement to/(from) Gen Reserve	(37)	(2,030)	(2,642)	(612)			
105	VILLAGE/PARISH FACILITES	Expenditure	31,693	77,980	32,146	(45,834)	907	(46,741)	245.4%
		plus Transfer from EMR	14,567	24,780	0	(24,780)			
		Movement to/(from) Gen Reserve	(17,126)	(53,200)	(32,146)	21,054			
106	MULSANNE PARK	Income	104	2,138	11,000	8,862			19.4%
		Expenditure	(396)	25,657	22,534	(3,123)	718	(3,841)	117.0%
		Net Income over Expenditure	500	(23,519)	(11,534)	11,985			
		plus Transfer from EMR	27,550	34,892	0	(34,892)			
		Movement to/(from) Gen Reserve	28,050	11,373	(11,534)	(22,907)			
107	BISHOPS PALACE SITE	Expenditure	0	1,212	2,280	1,068		1,068	53.2%
109	PARISH OFFICE	Expenditure	(40)	0	2,691	2,691		2,691	0.0%
112	THE SWATHE	Expenditure	0	265	2,300	2,035		2,035	11.5%
120	LCC - GRASS CUTTING	Income	0	0	2,646	2,646			0.0%
		Expenditure	0	5,977	10,882	4,905		4,905	54.9%
		Movement to/(from) Gen Reserve	0	(5,977)	(8,236)	(2,259)			
130	CAPITAL EXPENDITURE	Expenditure	0	0	219	219		219	0.0%
131	CAPITAL INCOME	Income	0	8,345	0	(8,345)			0.0%
201	FIELDPATHS	Expenditure	0	1,099	2,800	1,701		1,701	39.2%
		Grand Totals:- Income	**42,057**	**305,192**	**291,096**	**(14,096)**			**104.8%**
		Expenditure	**39,338**	**229,290**	**279,776**	**50,486**	**2,520**	**47,966**	**82.9%**
		Net Income over Expenditure	**2,719**	**75,902**	**11,320**	**(64,582)**			
		plus Transfer from EMR	**42,117**	**59,671**	0	(59,671)			
		Movement to/(from) Gen Reserve	**44,836**	**135,573**	**11,320**	**(124,253)**			

NETTLEHAM PARISH COUNCIL

Detailed Income & Expenditure by Budget Heading 01/11/2026

Month No: 7 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	ADMINISTRATION								
1176	PRECEPT RECEIVED	0	223,350	223,350	0			100.0%	
1177	ADM-WLDC CTAX CONTRIBUTION	0	0	100	100			0.0%	
1184	ADM - INCOME MISC	68	260	300	40			86.7%	
1196	ADM - INTEREST REC'D	0	5,662	10,000	4,338			56.6%	
13125	INCOME - CIL	39,665	39,665	0	(39,665)			0.0%	
	ADMINISTRATION :- Income	**39,733**	**268,937**	**233,750**	**(35,187)**			**115.1%**	**0**
1101	ADM - STAFF SALARIES	12,212	84,099	140,000	55,901		55,901	60.1%	
1104	ADM - CONTRACTOR COSTS	314	2,636	7,872	5,236		5,236	33.5%	
1108	ADM - TRAINING	0	80	1,500	1,420		1,420	5.3%	
1109	ADM - STAFF TRAVEL	0	0	50	50		50	0.0%	
1116	ADM - CLEANING MATERIALS	11	127	328	201	48	153	53.5%	
1117	ADM - CHAIRMAN'S ALL	0	0	177	177		177	0.0%	
1119	ADM - IT MANAGEMENT	1,493	6,972	8,755	1,783		1,783	79.6%	
1120	ADM - MISC EST COSTS	(94)	0	461	461		461	0.0%	
1121	ADM - TELEPHONE/BROADBAND	293	2,261	3,074	813		813	73.6%	
1123	ADM - PRINT/STATIONERY	489	436	1,000	564	233	332	66.8%	
1124	ADM - SUBSCRIPTIONS	0	327	900	573		573	36.4%	
1125	ADM - INSURANCE	0	4,153	5,964	1,811		1,811	69.6%	
1127	ADM - P/COPIER CONTRCT	38	135	132	(3)		(3)	102.6%	
1129	ADM - ADVERTISING	0	204	500	296		296	40.8%	
1130	ADM - OFFICE EQUIPMENT	0	0	1,000	1,000		1,000	0.0%	
1137	ADM - ROUTINE REPAIRS/MAINTENC	0	0	300	300		300	0.0%	
1140	ADM - REFUSE COLLECTION	0	262	610	348		348	43.0%	
1153	ADM - LOAN REPAYMENTS	0	4,052	0	(4,052)		(4,052)	0.0%	
1154	ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157	ADM - AUDIT FEES	0	210	1,500	1,290		1,290	14.0%	
1158	ADM - BANK FEES	14	187	316	129		129	59.2%	
1162	ADM - S137 GRANTS	1,690	7,126	0	(7,126)		(7,126)	0.0%	
1164	ADM - GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
1165	ADM - CLIMATE CHANGE INITIATIV	0	0	2,500	2,500		2,500	0.0%	
1912	PO-WATER	0	134	0	(134)		(134)	0.0%	
1914	PO-ELECTRICITY	(425)	(321)	0	321		321	0.0%	
	ADMINISTRATION :- Indirect Expenditure	**16,034**	**113,079**	**181,721**	**68,642**	**281**	**68,361**	**62.4%**	**0**
	Net Income over Expenditure	**23,699**	**155,857**	**52,029**	**(103,828)**				
102	OLD SCHOOL								
1281	OS-SMALL ROOM	339	8,381	13,500	5,119			62.1%	
1282	OS-LARGE ROOM	1,003	9,769	15,000	5,231			65.1%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1283	OS-KITCHEN	128	896	500	(396)			179.2%	
1284	OS-MISC INCOME	0	0	250	250			0.0%	
1285	OS-STORAGE INCOME	0	267	0	(267)			0.0%	
	OLD SCHOOL :- Income	**1,470**	**19,312**	**29,250**	**9,938**			**66.0%**	**0**
1204	OS-CONTRACTOR COSTS	470	2,470	4,500	2,030		2,030	54.9%	
1212	OS-WATER	0	360	491	131		131	73.4%	
1214	OS-ELECTRICITY	(2,382)	(829)	1,294	2,123		2,123	(64.1%)	
1215	OS-GAS	(6,191)	(3,186)	3,471	6,657		6,657	(91.8%)	
1216	OS-CLEANING MATERIAL	112	1,022	683	(339)	577	(916)	234.1%	
1219	OS-PERFORMING RIGHTS	0	61	75	14		14	81.1%	
1220	OS-MISCELLANEOUS	0	0	100	100	28	72	27.6%	
1237	OS-ROUTINE MAINT/REPAIRS	0	0	2,000	2,000		2,000	0.0%	
1240	OS-REFUSE COLLECTION	0	451	1,000	549		549	45.1%	
	OLD SCHOOL :- Indirect Expenditure	**(7,991)**	**348**	**13,614**	**13,266**	**604**	**12,661**	**7.0%**	**0**
	Net Income over Expenditure	**9,460**	**18,964**	**15,636**	**(3,328)**				
103	BURIAL GROUNDS								
1381	BG-INCOME	750	6,460	13,000	6,540			49.7%	
	BURIAL GROUNDS :- Income	**750**	**6,460**	**13,000**	**6,540**			**49.7%**	**0**
1312	BG-WATER RATES	0	57	99	42		42	57.9%	
1336	BG-GRASS CUTTING	0	1,533	4,398	2,865		2,865	34.9%	
2036	TS - GRASS CUTTING	0	53	0	(53)		(53)	0.0%	
	BURIAL GROUNDS :- Indirect Expenditure	**0**	**1,643**	**4,497**	**2,854**	**0**	**2,854**	**36.5%**	**0**
	Net Income over Expenditure	**750**	**4,817**	**8,503**	**3,686**				
104	ALLOTMENTS								
1481	ALL-INCOME	0	0	1,450	1,450			0.0%	
	ALLOTMENTS :- Income	**0**	**0**	**1,450**	**1,450**			**0.0%**	**0**
1412	ALL-WATER RATES	0	784	171	(613)		(613)	458.7%	
1413	ALL-RENT	0	40	71	31		31	56.3%	
1437	ALL-ROUTINE MAINTENANCE	1,025	1,205	3,500	2,295	9	2,285	34.7%	
1438	ALL-ELECTRICITY	(989)	0	350	350		350	0.0%	
	ALLOTMENTS :- Indirect Expenditure	**37**	**2,030**	**4,092**	**2,062**	**9**	**2,053**	**49.8%**	**0**
	Net Income over Expenditure	**(37)**	**(2,030)**	**(2,642)**	**(612)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105	VILLAGE/PARISH FACILITES								
1503	VF -TRAVEL ALLOW - F/STAFF	0	0	318	318		318	0.0%	
1504	VF-CONTRACTOR COSTS	559	9,561	1,000	(8,561)	710	(9,271)	1027.1%	8,230
1505	VF - WORKS VEHICLE	330	2,614	5,000	2,386		2,386	52.3%	
1512	VF-WATER RATES	0	46	108	62		62	42.8%	
1514	VF-ELECTRICITY	0	(15)	0	15		15	0.0%	
1519	VF-PERFORMANCE RIGHTS	0	160	165	5		5	97.1%	
1520	VF-MISCELLANEOUS	0	0	72	72		72	0.0%	
1521	VF - SPEED REDUCTION	0	2,350	2,500	150		150	94.0%	
1532	VF - COMMUNITY EVENTS	0	0	2,000	2,000		2,000	0.0%	
1534	VF-FLORAL DISPLAYS	0	1,136	1,383	247		247	82.1%	
1535	VF-BECK AMENITY	500	2,900	0	(2,900)		(2,900)	0.0%	
1536	VF-GRASS CUTTING	0	2,807	5,800	2,993		2,993	48.4%	
1537	VF-ROUTINE MAINTENANCE	0	1,244	1,000	(244)	32	(276)	127.6%	
1539	VF-VILLAGE GREEN TEL KIOSK	0	0	250	250		250	0.0%	
1540	VF-REFUSE COLLECTION	0	70	100	30		30	70.0%	
1541	VF-WEED SPRAYING	0	862	2,000	1,138		1,138	43.1%	
1542	VF-TREE MAINTENANCE	2,565	7,225	5,000	(2,225)		(2,225)	144.5%	
1546	VF-PLAY EQUIP REPAIR & SERVICE	27,550	44,366	2,600	(41,766)		(41,766)	1706.4%	16,550
1551	VF-VILLAGE SEATS - MAINTENANCE	0	330	0	(330)		(330)	0.0%	
1564	VF - DEFIBRILATOR	0	0	300	300		300	0.0%	
1565	VF - PPE EQUIPMENT	0	238	750	512	99	412	45.0%	
1566	VF - TOOLS /SUNDRIES	189	2,085	1,800	(285)	66	(351)	119.5%	
	VILLAGE/PARISH FACILITES :- Indirect Expenditure	**31,693**	**77,980**	**32,146**	**(45,834)**	**907**	**(46,741)**	**245.4%**	**24,780**
	Net Expenditure	**(31,693)**	**(77,980)**	**(32,146)**	**45,834**				
6000	plus Transfer from EMR	14,567	24,780	0	(24,780)				
	Movement to/(from) Gen Reserve	**(17,126)**	**(53,200)**	**(32,146)**	**21,054**				
106	MULSANNE PARK								
1681	MP-GROUND LETTINGS	0	550	9,500	8,950			5.8%	
1682	MP-PAVILION LETTINGS	104	702	1,000	298			70.2%	
1684	MP-MISC INCOME	0	886	500	(386)			177.2%	
	MULSANNE PARK :- Income	**104**	**2,138**	**11,000**	**8,862**			**19.4%**	**0**
1604	MP-CONTRACTOR COSTS	535	12,884	6,000	(6,884)		(6,884)	214.7%	7,342
1612	MP-WATER RATES	0	1,445	2,174	729		729	66.5%	
1614	MP-ELECTRICITY	715	2,805	1,900	(905)		(905)	147.6%	
1615	MP-GAS	(3,163)	(597)	2,260	2,857		2,857	(26.4%)	
1616	MP-CLEANING MATERIALS	112	825	500	(325)	703	(1,028)	305.5%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1619	MP-PERFORMING RIGHTS	0	374	500	126		126	74.9%	
1621	MP-TELEPHONE	0	350	700	350		350	50.0%	
1636	MP-GRASS CUTTING	1,372	4,087	5,300	1,213		1,213	77.1%	
1637	MP-ROUTINE MAINT/REPAIRS	33	2,694	2,000	(694)	15	(709)	135.4%	27,550
1640	MP-REFUSE COLLECTION	0	791	1,200	409		409	65.9%	
	MULSANNE PARK :- Indirect Expenditure	**(396)**	**25,657**	**22,534**	**(3,123)**	**718**	**(3,841)**	**117.0%**	**34,892**
	Net Income over Expenditure	**500**	**(23,519)**	**(11,534)**	**11,985**				
6000	plus Transfer from EMR	27,550	34,892	0	(34,892)				
	Movement to/(from) Gen Reserve	**28,050**	**11,373**	**(11,534)**	**(22,907)**				
107	BISHOPS PALACE SITE								
1712	BP - WATER	0	38	0	(38)		(38)	0.0%	
1713	BP - RENT	0	0	280	280		280	0.0%	
1736	BP - GRASS CUTTING	0	1,174	2,000	826		826	58.7%	
	BISHOPS PALACE SITE :- Indirect Expenditure	**0**	**1,212**	**2,280**	**1,068**	**0**	**1,068**	**53.2%**	**0**
	Net Expenditure	**0**	**(1,212)**	**(2,280)**	**(1,068)**				
109	PARISH OFFICE								
1904	PO-CONTRACTORS COSTS	(40)	0	0	0		0	0.0%	
1912	PO-WATER	0	0	191	191		191	0.0%	
1914	PO-ELECTRICITY	0	0	2,500	2,500		2,500	0.0%	
	PARISH OFFICE :- Indirect Expenditure	**(40)**	**0**	**2,691**	**2,691**	**0**	**2,691**	**0.0%**	**0**
	Net Expenditure	**40**	**0**	**(2,691)**	**(2,691)**				
112	THE SWATHE								
2036	TS - GRASS CUTTING	0	265	300	35		35	88.3%	
2037	TS - ROUTINE MAINT/REPAIRS	0	0	1,000	1,000		1,000	0.0%	
2042	TS - TREE MAINTENANCE (DONT	0	0	1,000	1,000		1,000	0.0%	
	THE SWATHE :- Indirect Expenditure	**0**	**265**	**2,300**	**2,035**	**0**	**2,035**	**11.5%**	**0**
	Net Expenditure	**0**	**(265)**	**(2,300)**	**(2,035)**				
120	LCC - GRASS CUTTING								
12086	HIGHWAY VERGES-INCOME	0	0	2,646	2,646			0.0%	
	LCC - GRASS CUTTING :- Income	**0**	**0**	**2,646**	**2,646**			**0.0%**	**0**
12036	HIGHWAY VERGES-GRASS CUTTING	0	5,977	10,882	4,905		4,905	54.9%	
	LCC - GRASS CUTTING :- Indirect Expenditure	**0**	**5,977**	**10,882**	**4,905**	**0**	**4,905**	**54.9%**	**0**
	Net Income over Expenditure	**0**	**(5,977)**	**(8,236)**	**(2,259)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130	CAPITAL EXPENDITURE								
13004	SECTION 106 EXPENDITURE	0	0	219	219		219	0.0%	
	CAPITAL EXPENDITURE :- Indirect Expenditure	**0**	**0**	**219**	**219**	**0**	**219**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(219)**	**(219)**				
131	CAPITAL INCOME								
13125	INCOME - CIL	0	8,345	0	(8,345)			0.0%	
	CAPITAL INCOME :- Income	**0**	**8,345**	**0**	**(8,345)**				**0**
	Net Income	**0**	**8,345**	**0**	**(8,345)**				
201	FIELDPATHS								
2120	FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136	FP-GRASS CUTTING	0	1,099	2,600	1,501		1,501	42.3%	
	FIELDPATHS :- Indirect Expenditure	**0**	**1,099**	**2,800**	**1,701**	**0**	**1,701**	**39.2%**	**0**
	Net Expenditure	**0**	**(1,099)**	**(2,800)**	**(1,701)**				
	Grand Totals:- Income	**42,057**	**305,192**	**291,096**	**(14,096)**			**104.8%**	
	Expenditure	**39,338**	**229,290**	**279,776**	**50,486**	**2,520**	**47,966**	**82.9%**	
	Net Income over Expenditure	**2,719**	**75,902**	**11,320**	**(64,582)**				
	plus Transfer from EMR	**42,117**	**59,671**	0	(59,671)				
	Movement to/(from) Gen Reserve	**44,836**	**135,573**	**11,320**	**(124,253)**				

Nettleham
Parish Council

BANK RECONCILIATION AND CASH POSITION

31st October 2026

Account balance as at 31/10/26	Co Op Current Account	16293.32		
	Co Op 14 Day Account	31.34		
	Unity Current Account	14865.32		
	Unity Savings Account	31786.98		
	Charity Bank	100000.00		
	Redwood Bank	130000.00		
	Hinckley & Rugby BS	125010.00		
	Total Funds as at 31/09/26			**417986.96**
General Reserves	3 months running costs			**55000**
Earmarked Reserves				
	322 Mulsanne Park	28562.00		
	323 Old School	22026.00		
	326 Bill Bailey's Capital Projects	35104.00		
	328 Play Equipment	45240.00		
	329 Tennis Courts	18094.00		
	333 Memorial Safety	5555.00		
	334 Village Beck			
	335 Burial Ground Extension	17243.00		
	336 Permissive Paths	2207.00		
	337 Election Cost	4000.00		
	338 Legal Costs	2500.00		
	339 Tree Work Reserve	16420.00		
	340 Minster Fields	3000.00		
	341 EMR CIL -COMM INFRASTR LEV'	6676.00		
	342 Old School wall	45814.00		
	343 Reactive speed signs (maint)	1040.00		
	Total reserves			**253481.00**
	REMAINING FUNDS			**109505.96**

Nettleham Parish Council

Analysis of Investments and Cash Holdings

As at 30th October 2026

Bank	Account Type	Amount	Interest	Potential Interest PA
Co Op	Instant Access Savings	31.34	1.06%	0.33
Unity	Instant Access Savings	31786.98	1.95%	619.85
Charity Bank	1 year fixed (to 21 Aug 26)	100000.00	3.01%	3010.00
Redwood Bank	95 day notice	130000.00	3.00%	3900.00
Hinckley & Rugby	90 day notice	125010.00	2.80%	3500.28
		386828.32		11030.46

Unity Bank	Current Account	16293.32
Co Op Bank	Current Account	14865.32
		31158.64

417986.96

All banks are protected up to £120,000 per bank

Nettleham
Parish Council

Analysis of Payments Made

October 2026

Date	Ref	Payee Name	Total	Detail
01/10/2026	CB809	EXECUTIVE CLEANING SERVICES	900	Cleaning
05/10/2026	BACS	Co-operative Bank	13.82	BACS Fees
07/10/2026	CB810	AMAZON	33.38	Amazon - drain rods
08/10/2026	CB811	AMAZON	26.22	Amazon - tape
08/10/2026	CB812	BT	221.4	BT
08/10/2026	CB822	SCREWFIX - TRADE UK	16.49	Screwfix - carriage bolts
13/10/2026	CB813	OCTOPUS ENERGY LTD.	750.96	Octopus - MP elec
13/10/2026	CB814	[redacted]	44.16	Hire brush cutter
15/10/2026	CB820	AMAZON	47.95	AMAZON - screw cases
19/10/2026	CB815	FLEETDRIVE MANAGEMENT	395.95	Electric van hire
19/10/2026	CB821	AMAZON	102.93	AMAZON - fencing stakes
20/10/2026	CB816	UK Safety Store	39.17	Safety sign
20/10/2026	CB817	VATIX	63.84	VATIX
21/10/2026	CB818	EE	130	EE
23/10/2026	WAGES	DATAPLAN PAYROLL LTD	11326.3	Dataplan - staff Oct salaries
23/10/2026	CB819	Peninsula	217.77	Peninsular H&S
23/10/2026	CB823	LINCOLN PRINT & COPY	399.1	Print centre - tree leaflet
23/10/2026	CB824	II Pension	886.19	Pension contributions
27/10/2026	CB825	Sticker Shop	159.3	Sticker Shop
			15774.93	

This report should be read in conuunction with the Schedule of Payments

Nettleham
Parish Council

Schedule of Payments

November 2026

	Invoice Date	Ref	Supplier	Nett	VAT	Total
736	23/08/2026	736	ELMS	500.00	0.00	500.00
	05/10/2026	737	ESPO	47.35	9.47	56.82
	10/10/2026	738	EXECUTIVE CLEANING	0.00	359.00	359.00
	21/09/2026	739	B KNIGHTS	59.00	11.80	70.80
	24/09/2026	740	HAGS	27550.00	5510.00	33060.00
	20/10/2026	741	SARA BRIGHT	930.00	0.00	930.00
	08/09/2026	742	SARA BRIGHT	1635.00	0.00	1635.00
	11/09/2026	743	NETTLEHAMFC	1372.00	0.00	1372.00
	19/10/2026	744	ACTIVE8	33.65	6.73	40.38
	09/09/2026	745	AKO	500.00	100.00	600.00
	16/10/2026	746	RIALTAS	1306.00	261.20	1567.20
	26/10/2026	747	NETWOODTRUST	556.00	0.00	556.00
	16/09/2026	748	BROOKMAYO	1134.00	226.80	1360.80
	06/08/2026	749	ESPO	55.30	11.06	66.36
	24/06/2026	750	ESPO	73.70	14.74	88.44
	28/10/2026	751	KONICA	37.58	7.52	45.10
	08/11/2026	752	ACTIVE8	59.27	11.85	71.12
	08/11/2026	753	B KNIGHTS	7000.00	1400.00	8400.00
	09/11/2026	754	KRINKELLS	1283.89	256.78	1540.67
	31/10/2026	755	LINCOLN WEB DESIGN	149.00	0.00	149.00
	08/07/2026	756	T R WESTON	330.00	66.00	396.00
			TOTAL INVOICES	**44611.74**	**8252.95**	**52864.69**

804	05/10/2026	BACS	Co-operative Bank	13.82	0.00	13.82	BACS Fees
	30/10/2026	BT	BT	331.92	66.38	398.30	BT
	30/09/2026	CB804	AMAZON	9.53	1.90	11.43	AMAZON - tools
	30/09/2026	CB805	AMAZON	21.66	4.33	25.99	AMAZON - cleaning rods
	30/09/2026	CB806	AMAZON	82.50	16.50	99.00	AMAZON - mini chainsaw
	01/10/2026	CB809	EXECUTIVE CLEANING SERVICES	750.00	150.00	900.00	Cleaning
	07/10/2026	CB810	AMAZON	27.82	5.56	33.38	Amazon - drain rods
	08/10/2026	CB811	AMAZON	21.85	4.37	26.22	Amazon - tape
	08/10/2026	CB812	BT	184.50	36.90	221.40	BT
	13/10/2026	CB813	OCTOPUS ENERGY LTD.	715.20	35.76	750.96	Octopus - MP elec
	13/10/2026	CB814	[redacted]	36.80	7.36	44.16	Hire brush cutter
	19/10/2026	CB815	FLEETDRIVE MANAGEMENT	329.96	65.99	395.95	Electric van hire
	20/10/2026	CB816	UK Safety Store	32.64	6.53	39.17	Safety sign
	20/10/2026	CB817	VATIX	53.20	10.64	63.84	VATIX
	21/10/2026	CB818	EE	108.33	21.67	130.00	EE
	23/10/2026	CB819	PENINSULA	181.29	36.26	217.55	Peninsula
	15/10/2026	CB820	AMAZON	39.96	7.99	47.95	AMAZON - screw cases
	19/10/2026	CB821	AMAZON	85.77	17.16	102.93	AMAZON - fencing stakes
	08/10/2026	CB822	SCREWFIX - TRADE UK	13.74	2.75	16.49	Screwfix - carriage bolts
	23/10/2026	CB823	LINCOLN PRINT & COPY	332.58	66.52	399.10	Print centre - tree leaflet
	23/10/2026	CB824	II Pension	886.19	0.00	886.19	Pension Contributions
	27/10/2026	CB825	Sticker Shop	132.75	26.55	159.30	Sticker Shop - 200 stickers
	26/10/2026	CB826	National Tool Hire	468.50	93.70	562.20	Tool hire - allot
	26/10/2026	CB827	[redacted]	100.00	0.00	100.00	[redacted]
	27/10/2026	CB828	AMAZON	14.13	2.82	16.95	Amazon - glue
	29/10/2026	CB829	Nettleham Woodland Trust	556.00	0.00	556.00	NWT - grant
	30/10/2026	CB830	DATAPLAN PAYROLL LTD	68.15	13.63	81.78	Dataplan - payroll fees
	02/11/2026	CB831	Listers Wood	938.75	87.75	1126.50	Allotments Wood
	02/11/2026	CB832	Tesco	37.41	7.48	44.89	Fuel
	23/10/2026	WAGES	DATAPLAN PAYROLL LTD	11326.30	0.00	11326.30	Dataplan - staff Oct salaries
				17901.25	**796.50**	**18797.75**	

Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date

NETTLEHAM
Parish Council

New Bench Request

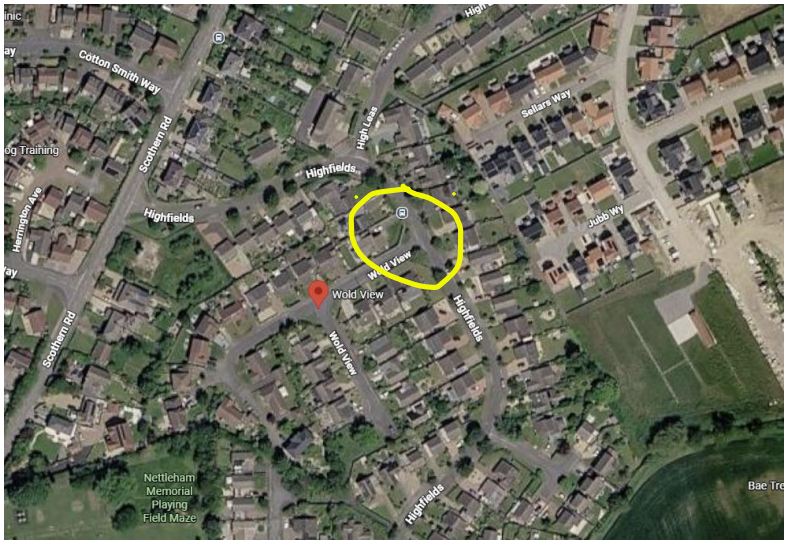
We have received a request from the family of Sarah Louise Harris who passed away recently asking to have a memorial bench located at the junction of Wold View and Highfields.

This location is not an 'approved' location and therefore we seek approval from Council to position a bench here.

We would also need to seek permission rom Highways at Lincolnshire County Council.

Carl Thomas

10th November 2026





PART A: Vision Statement

Nettleham Parish Council (NPC) recognises the Beck as a strategic asset both as an attractive feature of the Village and its vital role in flood resilience. NPC's vision is to provide a safe space for informal recreation, to enhance its role in flood resilience and preserve its historic and natural heritage.

To make this vision a reality NPC will seek to ensure the following:

1. Retain awareness of riparian duties and obligations among village property holders on the Beck, providing advice, awareness and support from NPC.
2. Improve the Beck's role in flood resilience where possible.
3. Lobby to end the discharge of sewerage into the Beck in storm conditions.
4. Maintain the Beck's position as a key amenity feature within the village and ensure effective promotion of the Beck as a community resource.
5. Welcome responsible residents and visitors.
6. Take action to combat irresponsible behaviour.
7. Consult stakeholders.
8. Ensure the Beck is as safe an amenity as possible.
9. Provide a well-maintained and clean Beck environment.
10. Promote environmental quality and sustainable maintenance practices along the Beck and its margins.
11. Enhance the biodiversity value of the Beck in line with Biodiversity Action Plan targets and local ecology, and maintain an 'up to date' species and habitat record.
12. Maintain the Beck's historic character.

In delivering this vision we will seek to provide opportunities for increased community participation

Adopted: 17th November 2026
Review: November 2027

PART B: Meeting the vision

Key Aims

1. Insofar as it is reasonably practicable for NPC to do so, to improve and alleviate the risks of the Beck flooding residential and business premises. Insofar as is reasonably practicable NPC will use its limited influence to reduce and stop the discharge of sewerage into the Beck.

2. To protect and improve the native flora and fauna of the beck and its banks whilst improving biodiversity.

3. To maintain the Beck as a pleasant amenity.

4. To interact with residents to increase their awareness, understanding, and participation.

The priority of each aim is in the order listed.

NB: A policy that no works/actions will be undertaken that potentially increase flood risk has been has been approved by Full Council. Where proposals are contentious, professional advice will be taken from an appropriate independent organisation.

It is recognised that the powers, duties and resources of the Parish Council are limited: to meet the key aims will require the willing participation of third parties, most notably, riparian owners and statutory authorities.

Further notes on flood resilience: Any work associated with 'flood protection' will be limited to emergency sandbagging, removal of vegetation, flow checking culverts, clearing culverts and weirs of debris associated with heavy rainfall and/or strong wind.

Lincolnshire County Council are the responsible authority and owners of the culverts. Flow checking of these is therefore essential so that any unseen blockages can be dealt with by them if they are beyond NPC capabilities. As reports have to be via 'Fix My Street' and we have previous evidence of a very protracted process it is vital we report promptly. The FM has primary responsibility for doing this and any follow ups as required.

Objectives for Aim 1

1a For each section of the Beck, (see maps at the end of this document) quantify the flood risks due to construction, vegetation and silt, and continue to formulate guidance for what control of these may be needed.

1b Build good working relationships with riparian owners and stakeholder agencies, including Witham Drainage, Lincolnshire County Council, Environment Agency, Anglian Water.

1c Communicate, encourage adherence and monitor progress.

1d Continue to evaluate what improvements to bridges, weirs and the basic channel depth and width are required.

1e Advocate and lobby for these improvements.

1f Where tangible improvements are achieved, maintain them.

Objectives for Aim 2

2a For each section of the beck, record the existing flora and fauna to serve as a baseline for future improvement.

2b Suggest and evaluate schemes to improve biodiversity. Where appropriate seek advice from third party organisations.

2c Work with those concerned including residents to agree and implement chosen schemes.

2d Monitor the results, and modify schemes accordingly.

Objectives for Aim 3

3a Keep those sections of the beck prioritised for amenity pleasant in appearance and as safe as possible.

3b Keep the Beck as litter free as possible.

Objectives for Aim 4

4a Discuss and communicate with residents in general and riparian owners in particular how the beck can be improved.

4b Encourage riparian owners to cooperate with all objectives of the Beck Management Plan.

4c Encourage voluntary effort to help maintain, monitor and improve the beck.

4d Publicise what is being done.

PART C: Responsibilities

Preamble

A number of agencies will need to cooperate to deliver all the objectives of the plan. This can be challenging but NPC will facilitate this by having a clear organisational structure within the Beck Management Plan.

Since the first Beck Management Plan was written, the working group has been renamed the **Beck and Flood Resilience Working Group, (B&FR WG).**

This helps us to breakdown the workload and challenge into two broad groups, whilst accepting there will be some overlap:

1. Essential work

2. Highly Desirable work

Who is responsible for essential works?

The **NPC Facilities Manager (FM)** has primary responsibility for essential work being carried out, in full and on time. The role may be supported by volunteers, but it needs to be recognised that these may not always be available, and health and safety issues may make it more challenging to carry out tasks in the future. It is important the FM has the resources to carry out this work and to ensure this work is completed.

Responsibilities

1. All listed checks will be made to the published timetable which the FM holds.
2. Work required will be prioritised by the Facilities Manager but within the time scale.
3. All work will be completed within the published time scale – **see key essential tasks** below.
4. If the workload or skill set required prevents compliance, the FM has the authority to request support from the B&FR WG or ultimately organise contractors as necessary. It may be necessary to liaise with the Clerk or Councillors but it should not be allowed to delay time scale compliance.

Key essential tasks

1. Checking that culverts at Washdyke Lane, Church St, Vicarage Lane and Brookfield are ***clear and flowing*** on a weekly basis and organising removal of any blockages immediately. During adverse weather more frequent checks should be made as appropriate.
2. Walking the accessible sections of the Beck for which NPC has some responsibility weekly and checking for, rocks/bricks/slabs, debris at weirs and at the same time monitoring activity

by Riparian Owners that may be illegal. The removal of unwanted materials should be organised within one week, whilst potential illegal activity will normally require immediate action. During adverse weather more frequent checks should be made as appropriate.

3. Maintaining the Beck banks to the agreed timetable and standard and reporting non-conformance by Riparian owners.

4. Bi-annually checking the size of the Berms in the Beck (as stated in 'berm maintenance' document, see annex) in terms of maximum width, length and height. Report biannually to the **B&FR WG** and/or **Property Committee.**

5. Vegetation growth at Washdyke Lane, Church St, Vicarage Lane and Brookfield culverts will be monitored and not allowed to become established within 2 metres either upstream or downstream (as approved by the Property Committee).

6. Maintaining full records of checks and actions.

7. Making sandbags readily available during periods of foreseeable high risk.

Who is responsible for desirable works?

The **B&FR WG** will take primary responsibility for carrying out highly desirable rather than essential works.

Responsibilities include:

1. Focus on meeting our vision.

2. Assisting the FM when requested and whenever practicable.

2. Carrying out regular Beck inspections.

3. Clearing litter from the Beck.

4. Advising the Property Committee and Full Council on matters relating to the Beck.

5. Building relationships with other Agencies and Individuals.

6. Publicising Riparian duties to stakeholders and using the power of persuasion to bring about positive change. Nettleham Beck, as well as being a natural watercourse, is a valued 'Village Amenity' particularly within the centre of the village. NPC in accordance with the Nettleham Neighbourhood Plan and wider environmental issues undertakes to make every reasonable effort to assist all riparian owners and responsible agencies to meet their obligations and wherever possible add value to these efforts.

7. Improving the amenity value of the Beck.

8. Listening to stakeholders and considering their views.

9. Taking measurements of the Beck level at times of high water level.

10. Offering assistance to residents at times of high flood risk.

Description: Beck sections applicable to responsibilities

Note: Left and right banks are when facing downstream

1. **‘S’ Bends to Washdyke Lane (Length B1 on attached plan NPC/01)**

In periods of heavy rainfall and/or strong winds the **B&FR WG** will monitor the Beck as and when appropriate and at other times inspect this length a minimum of once every quarter. A report will be sent to the FM. Any actions requiring responses from 3rd parties will be followed up with the assistance of the FM.

2. **Washdyke Lane to Police HQ boundary/1 Kingsway (Length B2 on attached plan NPC/01)**

Washdyke Lane culverts and weir downstream: FM to ensure they are checked and cleared as appropriate following heavy rainfall and strong winds and as a minimum, weekly.

Kingsway side (right bank) Beck to be maintained by NPC Facilities Team for amenity

Purposes – see key essential tasks. NB: A **B&FR WG** member may be able to advise and advise with control of weed growing in the Beck.

3. **Police HQ boundary/ 1 Kingsway to Watermill Bridge (Length B3 on plan NPC/01)**

Designated **B&FR WG** member to inspect accessible lengths of the beck a minimum of once every three months and formally report back to the parish office.

4. **Watermill Bridge to Vicarage Lane (Length B4 on attached plan NPC/01)**

Weirs and Watermill Bridge (Watermill Lane side), Church Street and Vicarage Lane culverts flow checked and cleared (by Facilities Team) as appropriate following heavy rainfall and/or strong winds, but as a minimum every week. Loose rocks and other material regularly dislodged by Children to be removed - see key essential tasks. The bed to be cleared of weed in coordination with advice from the **B&FR WG**.

This length of the Beck is to be maintained by NPC for amenity value and to improve flood resilience. Designated **B&FR WG**. member to inspect accessible lengths of the beck a minimum of once every three months.

NB: There are no current plans to introduce more berms or change the status of weirs outside the Church with the use of weir boards.

5. **Vicarage Lane to The Steepers (Length B5 on attached plan NPC/01)**

Riverdale culvert flow checked and cleared (by Facilities Team) as a minimum weekly or appropriate in adverse weather conditions - see key essential tasks.

See length of beck highlighted red on attached plan NPC01 i.e. Riverdale open area – right bank and Village Hall boundary left bank to be maintained asper the specification in Part D.

Designated **B&FR WG** member to inspect accessible lengths of the Beck where possible a minimum of once every 3 months.

6. The Steepers to Parish East Boundary (Length B6 on attached plan NPC/01)

Designated **B&FR WG** member to inspect accessible lengths of the beck a minimum of once every 3 months and formally report to FM. All work to be reported to the relevant riparian owners and also (if required) to Lincolnshire County Council as the responsible authority for action – i.e. no remedial work carried out or authorised by NPC.

Beck Plan NPC/01

KEY:

B1 'S' Bends - Washdyke Lane

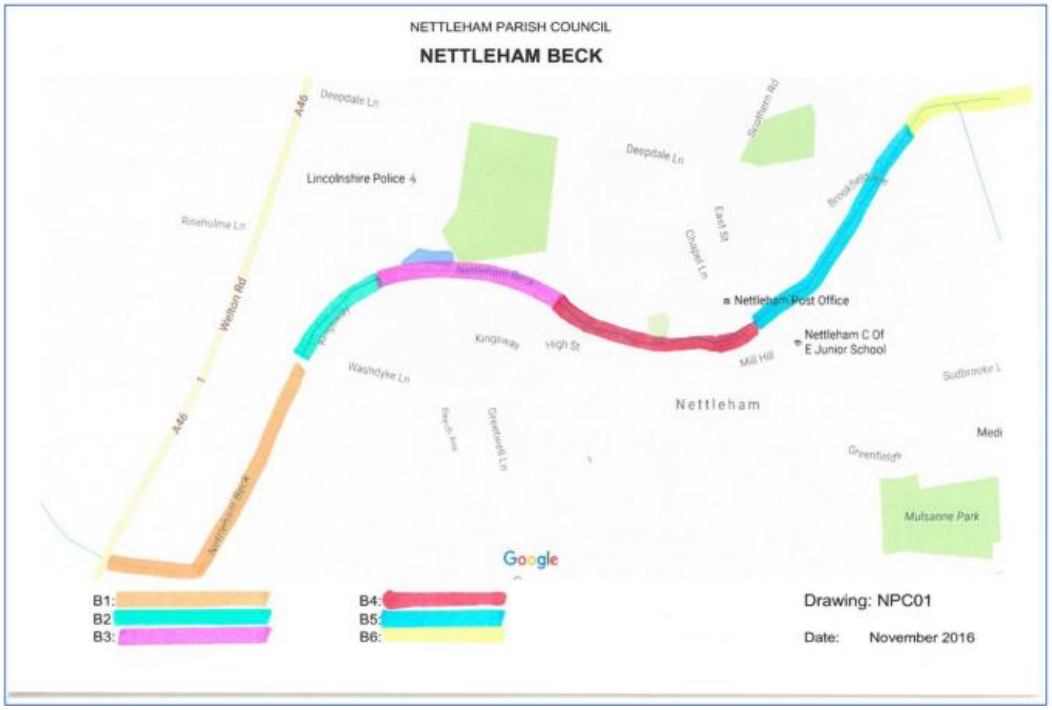
B2 Washdyke Lane - 1 Kingsway/Police HQ Boundary

B3 1 Kingsway/Police HQ Boundary - Watermill Lane

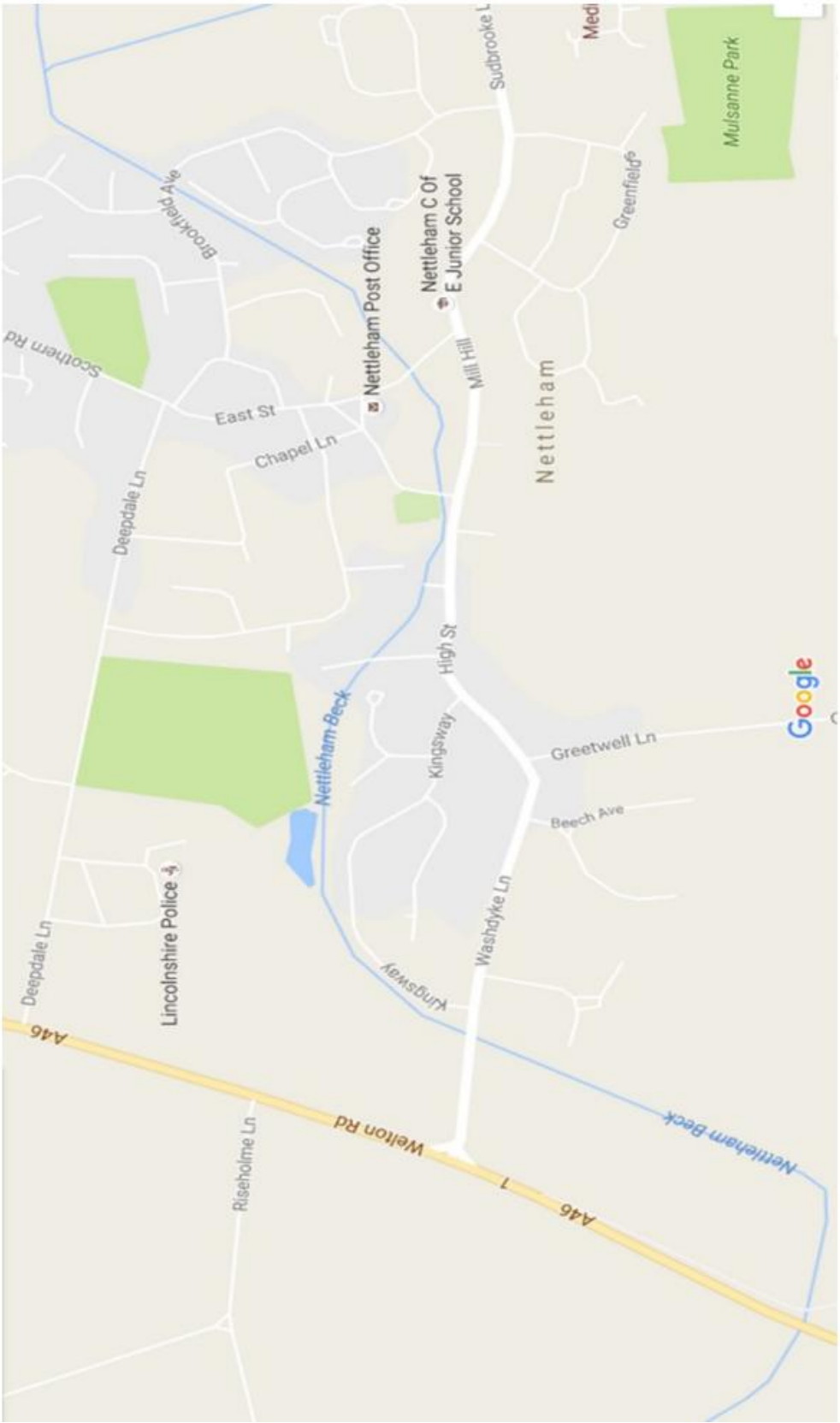
B4 Watermill Bridge - Vicarage Lane

B5 Vicarage Lane - The Steepers
(inc. Riverdale Right Bank & Village Hall Left Bank)

B6 The Steepers - Parish East Boundary



Note: Left and right banks are when facing downstream



Adopted: 17th November 2026
Review: November 2027

PART D: Documentation

Establish and build a secure library of key documents easily accessible to all concerned. Core to this will be a single document setting out the legal requirements and obligations surrounding maintenance of the Beck including culverts and weirs for all stakeholders and riparian owners;

1. Private landowners

2. NPC

3. Witham Drainage

4. Lincolnshire County Council

5. Environment Agency

All relevant documentation to be retained in the library and accessible to the Clerk, FM and Councillors:

1. Historical documents including maps and photos pertaining to the Beck that may be of future vital importance

2. Hydraulic modelling studies

3. Investigations into previous flood events including recommendations

4. All correspondence with riparian Owners including from individual land owners

5. NPC councillor correspondence with agencies and riparian owners

6. Permissions received by NPC from the responsible Agencies for Weirs, Berms and any other work

7. Copies of permissions received by Riparian Owners where available

To be reviewed by; …….

Nettleham Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to:

All staff and Councillors, working on behalf of the Council.

All devices and services used for Council business, including:

Council-owned computers, tablets, phones, and shared office equipment.

Personally owned devices used to conduct Council work (BYOD)

All communications platforms: email, internet, messaging, website, and social media.

Closed Circuit Television (CCTV)

Related Policies

This policy must be read in conjunction with:

- Data Protection Policy
  GDPR Privacy Policy
  Disciplinary Rules (for staff)
  Councillor Code of Conduct
  Equality and Diversity Policy

Equipment and Device Use

All staff and Councillors may use either Council-owned devices and IT systems, or personally owned equipment (BYOD), subject to minimum standards

All devices used for Council business must:

Be protected with a password or screen lock.

Be updated with security patches and protected from malware.

Store files in backed-up systems.

Where personally owned devices are shared with others (e.g. family members), access to Council information must be restricted to a secure, password-protected user account or profile that is used exclusively by the Councillor or staff member.

Lost or compromised devices must be reported immediately to the Clerk. Devices should not be left unattended in public spaces.

Email Communication

All Council business must be conducted using nettleham-pc.gov.uk email addresses.

Personal accounts must not be used to store, send, or receive Council-related communications.

Messages should be clear, factual, courteous and suitable for formal records.

Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Nettleham Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Email Communication – Multiple Recipients

Protecting Privacy

Using BCC in Outlook ensures that the email addresses of all recipients are hidden from one

another. This is particularly important when sharing personal email addresses, as it prevents exposure to spam, phishing, or unauthorised sharing.

Avoiding Unintended Reply-All

When you BCC recipients in Outlook, you minimise the risk of recipients using the “Reply All” function, which can lead to cluttered inboxes and potential breaches of privacy if sensitive information is shared.

Internet and Software Use

Limited personal internet use is allowed on breaks if it does not interfere with Council business or security.

All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

The following are strictly prohibited:

- Accessing offensive, discriminatory or illegal content on Council owned devices or using Council provided internet connections.
- Using Council devices for gambling or streaming.
- Downloading or installing software on Council owned devices without authorisation
- Accessing chat rooms, anonymous messaging services, or unapproved blogs from Council systems.

Social Media and Website Use

Council Website and Social Media Channels

The Clerk has overall responsibility for content on the Council's website and official social media accounts. This responsibility may be delegated to another officer, who will act under the Clerk's direction. All official posts and responses on behalf of the Council must be consistent with agreed Council positions.

The Council website is the official platform for publishing agendas, minutes, contact details, policies, statutory notices, and community information. No unofficial website may represent or impersonate the Council.

Use of Social Media by Councillors

Councillors must adhere to the Councillor Code of Conduct in all online activity, including posts made from personal accounts.

Councillors should:

- Distinguish clearly between personal views and Council policy.
- Avoid commenting on live or sensitive Council matters that are not yet public or agreed.
- Refrain from posting anything that could be considered defamatory, discriminatory, confidential, or likely to damage public confidence in the Council.
- Not pre-determine planning or regulatory issues through public comment.
- Never share confidential data or information acquired in their official capacity.
- Breaches of this section may result in referral to the Monitoring Officer.

Data Protection and Privacy

All devices and systems used for Council work must handle personal data in line with GDPR and the Council's GDPR Policy. Staff and Councillors must:

Access data only for legitimate reasons.

Store files securely.

Avoid unauthorised disclosure or copying of personal information.

Report suspected breaches immediately to the Clerk.

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Passwords and Access

Users are responsible for maintaining the security of their accounts and passwords:

Passwords must be kept private and changed periodically.

Users must log out or lock devices when unattended.

No one should access another user's accounts or data without permission.

No one should attempt to discover or use another person's password.

If a password is compromised, users must notify the Clerk immediately.

Access to another user's account or data may only occur with permission or when authorised for business continuity (e.g., during absence).

Where password-protected documents are sent by email, the password should be communicated separately.

Safe Use and Security Guidance

Devices should be shut down after use each day.

Files should be saved to shared drives or secure cloud systems, not just local storage.

Public Wi-Fi should be avoided for sensitive work unless using a secure connection (e.g., VPN)

Extra precautions must be taken when working in public areas to avoid unauthorised viewing of Council information.

Mobile Messaging and Texts

Messages sent via SMS, or other platforms for Council business must be professional and factual.

As with emails, texts may be disclosable under FOI or data protection law.

Avoid emojis, slang or ambiguity in official communications.

Mobile devices provided by Nettleham Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

CCTV Use

The Council operates Closed Circuit Television (CCTV) at its premises for the purposes of:

- Enhancing the safety and security of staff, Councillors, visitors, and members of the public.
- Protecting Council property and assets
- Preventing and detecting crime or antisocial behaviour
- Assisting in the investigation of incidents or complaints

Legal Basis and Data Protection

CCTV recordings constitute personal data under the UK GDPR.

The Council has a legitimate interest in using CCTV for security and safety, provided it is done in a proportionate and transparent manner.

Appropriate signage is displayed to inform individuals of CCTV surveillance.

Recorded footage is stored securely and access is limited to authorised personnel only.

Access and Disclosure

CCTV footage will only be viewed by authorised officers and may be disclosed to law enforcement or insurers where appropriate.

Individuals may request access to their personal data captured by CCTV, subject to verification and lawful exemptions.

All disclosures must be approved by the Clerk or their designated officer

Retention and Disposal

CCTV footage is retained for a limited period (normally no longer than 30 days), unless required for a specific investigation.

Recordings are securely deleted when no longer required.

Review and Oversight

The Clerk is responsible for ensuring that CCTV is operated in compliance with this policy and relevant data protection legislation.

The Council's use of CCTV is subject to periodic review to ensure its continued necessity and proportionality

Monitoring and Oversight

The Clerk is responsible for overseeing this policy and investigating misuse.
The Council reserves the right to access Council-issued devices and data if required for operational, legal, or disciplinary purposes. All staff and Councillors are informed through this policy that such monitoring may occur.
Any such access will be proportionate and necessary.

14. Misuse and Disciplinary Action

Misuse includes:

- Using Council systems for unlawful or offensive content.
- Disclosing confidential or personal data without consent.
- Misrepresenting the Council online
- Installing unapproved software or bypassing security
- Attempting to discover or share another user's password.
- Circumventing or disabling network security.
- Leaving laptops or devices unattended in public places.

Consequences may include disciplinary action, loss of access to Council systems, or referral under the Councillor Code of Conduct.

Policy Review and Training

This policy will be reviewed annually or following significant changes to law, guidance, or systems.
Guidance will be provided at induction, regularly when responsibilities or systems change and .
All staff and councillors are responsible for the safety and security of Immingham Town Council's IT and email systems. By adhering to this IT Policy Nettleham Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

HANDLING FREEDOM OF INFORMATION REQUESTS POLICY

Compliance with the Freedom of Information Act 2000 is the legal responsibility of local authorities and other public organisations. Since 1 January 2005 people have a right to know what decisions are taken on their behalf, and how services are run. They have the right to be told whether or not information exists. They can also ask to see not only printed leaflets and other publications, but also any background files and other records relating to the business of the organisation, unless statutory exemptions apply.

Nettleham Parish Council has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information.

Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.

A request for information must be made, in writing e.g. by letter or e-mail and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required.

Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council.

The first step will be to identify whether the requested data is held by the council. If not, the applicant will be notified accordingly.

If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.

If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.

If the information is not held by the Council, but the Council is aware of another public body which may hold the information, the request will either be forwarded to the third party concerned, or the applicant will be give details of which public authority is believed to hold the information.

Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.

Where information is subject to a ‘qualified exemption’ under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.

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Where the Council reasonably estimates that the cost of complying with a request would exceed the appropriate limit prescribed by legislation, it may refuse the request under section 12(1) of the Freedom of Information Act 2000. The Council will provide reasonable advice and assistance to applicants wishing to refine their requests, in accordance with section 16.

The Council may refuse requests that are vexatious or repeated within the meaning of section 14 of the Freedom of Information Act 2000. Each request will be assessed objectively, taking account of the circumstances and relevant guidance issued by the Information Commissioner's Office.

In accordance with section 12(4) of the Freedom of Information Act 2000 and Regulation 5 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, the Council may aggregate the estimated costs of complying with two or more requests received within any period of 60 consecutive working days, where those requests are made by the same applicant, or by applicants acting together, and relate to the same or similar information.

Where the aggregated estimated cost exceeds the statutory appropriate limit, the Council may refuse the request under section 12(1), subject to its duty to provide reasonable advice and assistance under section 16.

Where any complaint is received about the processing of any request for information, this will be referred on to full Council for attention.

~~Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.~~

Any applicant dissatisfied with the Council's handling of a Freedom of Information request may request an internal review. The review will, wherever practicable, be undertaken by a person who was not involved in the original decision, appointed in accordance with the Council's delegated arrangements.

The Council will normally complete an internal review within 20 working days and, where additional time is reasonably required, within 40 working days. Applicants will be informed of the outcome and their right to complain to the Information Commissioner's Office.

The Clerk to the Council is authorised to receive, assess and respond to requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, including issuing refusal notices where a statutory exemption or exception applies.

The Clerk shall maintain a record of requests received and responses issued, and may seek specialist legal or information governance advice where appropriate.

The Council shall establish arrangements for independent internal reviews and shall receive periodic reports on information request activity, without unnecessary disclosure of applicants' personal information.

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DATA BREACH POLICY

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Nettleham Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets. Where necessary multifactor authentication is used and there is restricted access to confidential records.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Examples of a Data Breach

- Emails sent to the wrong resident
- Electoral register left on display
- Personnel files lost
- Allotment waiting list emailed incorrectly
- Laptop stolen
- Councillor loses USB stick
- Cemetery records emailed incorrectly.

Immediate Response Procedure

If any member of staff or councillor discover a suspected breach the must immediately

- Contain the breach where possible
- Inform the Clerk to the Council immediately. In the absence of The Clerk or where the Clerk is personally involved the Assistant Clerk should be informed.
- Preserve any evidence
- Record what has happened
- Do not attempt to conceal the breach
- Do not delete any emails or files

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- Establish what information has been lost, is it personal data, how many people have been affected and what harm could result ?

Containment Measures of a Breach or Suspected Breach

Once a breach has been or suspected to have occurred you may contain such a breach by:-

- Contact the Council's IT provider, remotely disabled lost devices and secure any compromised accounts.
- Recalling an email
- Disable user account(s)
- Change passwords
- Recover documents
- Contact recipients

Investigation

Following a breach there should be a thorough investigation to establish:-

- Why and how did it happen ?
- Assess the likelihood and severity of harm to individuals.
- Was procedure followed ?
- Is there a training need ?
- Is any disciplinary action necessary ?
- Does policy need updating ?

Nettleham Parish Council's duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the ~~individual and~~ ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach.

Where the breach is likely to result in a high risk to an indiiduals rights and freedoms they must be informed without delay.

The Data Protection Officer (normally The Clerk) must be informed immediately so they are able to report the breach to the ICO in the 72-hour timeframe.

If the ICO is not informed within 72 hours, Nettleham Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Nettleham Parish Council must:

i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
ii. Communicate the name and contact details of the DPO;
iii. Describe the likely consequences of the breach;
iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Nettleham Parish Council must provide the individual with (ii)-(iv) above.

Nettleham Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

Any notification to the ICO must be assessed against the applicable risk threshold.

~~However,~~ The ICO must still be informed even if the above measures are in place.

Data processors duty to inform Nettleham Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Nettleham Parish Council without undue delay. It is then Nettleham Parish Council's to determine whether the breach requires reporting it responsibility to inform the ICO. It is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

- Date of the breach
- Date the Council became aware of the breach
- Type of breach
- Number of individuals involved
- Actions to prevent a re-occurrence

- Date reported to the ICO
- Date reported to the individual
- Closure date

For help and advice please contact the Information Commissioner's Office.

To report a data breach, use the ICO online system:

https://ico.org.uk/for-organisations/report-a-breach/

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SOCIAL MEDIA POLICY

Purpose and Scope

This policy establishes standards for the Council's official social media channels and provides guidance to councillors, employees and authorised representatives using social media in connection with Council business.

It applies to platforms such as Facebook, Instagram, X, YouTube and comparable online services.

The Council website and email are governed by relevant communications, information governance and security arrangements.

This policy does not restrict lawful personal expression, legitimate criticism, protected disclosures or statutory rights.

Official Council Communications

Official accounts are used to publish accurate, accessible and timely information about Council services, decisions, meetings, consultations, vacancies and community activities.

Posts must distinguish confirmed Council decisions from proposals and individual opinions. Official accounts must not be used for party-political campaigning or to promote candidates. Additional care must be taken during election periods.

Social media supplements, but does not replace, statutory notices or formal channels.

Responsibility and Authorisation

The Clerk has operational responsibility for official accounts, subject to Council decisions and delegated authority.

The Clerk may authorise named employees to publish routine material and moderate comments. Sensitive statements, disputed matters and significant policy announcements should be approved through appropriate delegated or Council arrangements.

Councillors must not purport to speak for the Council without authorisation. Account administrators and permissions shall be documented and reviewed, including when personnel change.

Councillors and Employees Conduct

Those communicating in an official capacity must be respectful, accurate and professional, avoid harassment, discrimination, threats, personal attacks and misleading statements, respect confidentiality, copyright and data protection and avoid publishing personal information without an appropriate lawful basis.

Councillors may express personal opinions and disagreement with Council decisions, provided they do not misrepresent those views as the Council's official position and comply with the Code of Conduct where applicable. Staff using personal accounts remain subject to applicable employment duties but this policy does not impose a blanket ban on lawful criticism or private expression.

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Interests and decision-making

Expressing a view before a meeting does not, of itself, establish predetermination or a disclosable interest. Councillors must comply with the law on decision-making and interests, consider relevant information with an open mind where required, and follow the adopted Code of Conduct.
Privacy, images and safeguarding

Only publish personal data where there is an appropriate lawful basis and legitimate Council purpose. Check privacy notices and any necessary permissions before sharing photographs, videos or identifying details, particularly concerning children or vulnerable people. Consent is not the only lawful basis for processing, but safeguarding and privacy risks must be considered. Do not publish confidential papers, personnel information, complaints correspondence or private contact details without lawful authority.

Public Comments and Moderation

The Council welcomes respectful disagreement and constructive criticism. Comments must not be removed merely because they criticise the Council or councillors.

The Council may hide, remove or restrict content involving threats, harassment, discriminatory abuse, unlawful disclosures of personal information, spam, impersonation or other unlawful material.

Potentially defamatory allegations should be assessed on their facts; seek advice where appropriate.

Restrictions must be necessary and proportionate. Where practicable, record the reason for moderation, retain evidence of serious incidents securely and provide a route to request reconsideration through the Clerk.

Repeated serious breaches may justify temporary or ongoing restrictions, subject to review.

Enquiries, Complaints and Information Requests

Social media is not an emergency reporting service and may not be continuously monitored. Formal complaints should be directed to the Council's complaints procedure.

Any apparent Freedom of Information request, Environmental Information request or personal data access request received through social media must be promptly referred to the Clerk for assessment under the relevant legislation.

Do not disclose confidential case details in public replies.

Account security and records

Use strong unique passwords, multifactor authentication where available and appropriately restricted administrator access. Keep an up-to-date record of official accounts and authorised users.

Suspected compromise or personal data breaches must be reported immediately to the Clerk and handled under the Data Breach Policy. Council business conducted through social media may constitute a Council record and must be retained or captured where required by the retention schedule and applicable law.

10. Concerns, breaches and review

Concerns about official posts or moderation should be reported to the Clerk; concerns involving the Clerk should be directed to the Chair for appropriate handling. Employee conduct issues will be considered under relevant employment procedures; councillor conduct complaints under the applicable Code of Conduct arrangements. Any response must be proportionate and follow due process. This policy will be reviewed annually or earlier following material changes in legislation, platforms or Council practice.