

## INGOLDSBY PARISH COUNCIL MEETING

Minutes of the **Ingoldsby Parish Council Extraordinary meeting** held on 30 April 2025 at 7.30 pm in the Village Hall,  
Main Street, Ingoldsby

### Public Forum

There was one parishioner present along with District Councillor Sarah Trotter.

The parishioner expressed his concern about the speed limit on the Main Street near Scotland Lane.

The parishioner queried the March invoice for the Village Hall. It was explained that this invoice covered both the February and March hire.

The parishioner also asked about plans for the playground, and it was explained that this is being looked at by a separate committee. The parishioner asked about RoSPA training for the playground inspections. This provoked lengthy discussion.

The parishioner asked whether there had been any feedback from Highways further to the drain survey. He also spoke about land drains and potential blockages.

**Actions: Clerk to follow up on the drain survey with Rowan Smith, Head of Highways West for Lincolnshire County Council. Clerk to invite the playground committee to the APM to speak about plans for the development of the playground.**

#### 1) WELCOME REMARKS BY THE CHAIR (26/001)

The Chair welcomed members to the meeting. She reported on the Spring litter pick on Saturday 26 April 2025 and thanked the volunteers for their efforts.

#### 2) PRESENT (26/002)

Councillor Eldred, Chair  
Councillor Kenyon, Vice-Chair  
Councillor Leigh  
Councillor Searson

#### 3) APOLOGIES (26/003)

Apologies were received from Councillors Nelson. The reasons for her absence were noted and accepted.

#### 4) DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (26/004)

The Chair reported her interests in relation to the Village Hall Committee.

#### 5) SIGNING OF THE MINUTES (26/005)

Councillor Kenyon proposed that the minutes of the Parish Council Meeting on 5 February and 19 March are true and accurate records of those meetings. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Council.

#### 6) GENERAL MATTERS (27/006)

##### a) Report from the District Councillor

Councillor Trotter reported on planning application reference S25/0182. She spoke briefly about devolution and potential models and timelines for the implementation of a Unitary Authority. She spoke about Lincolnshire Police. There has been no additional funding for the authority at present and this has gone to a judicial review. There was some discussion about speeding through the village.

**Action: Clerk to investigate how to access the data recording from the SID.**

District Councillor Sarah Trotter left the meeting at 8.05pm.

b) DPI form submission (annual requirement)

The Clerk reminded members to submit their Disclosable Pecuniary Interest forms to the Clerk for submission to NK.

c) Payment dates for the LALC annual training scheme and annual subscription

Members noted that the LALC annual subscription fee and the annual training fee for 2025/26 were paid prior to the year end on 31 March 2025. As a result, the budget head for subscriptions appears to be overspent for 2024/25.

d) Update further to Boothby Wildlands presentation.

Members expressed concern that the fencing erected by Boothby Wildlands is forcing deer and other forms of wildlife onto the highway and it was suggested that the organisation might assist with funding for signage. Councillor Leigh had raised this with representatives of the Boothby Wildland Trust who had also thought about signage. Councillor Leigh recommended that they contact the Clerk who had already obtained quotes for signage.

**Action: Clerk to write to Boothby Wildlands to ask whether they would be prepared to fund any signs warning of deer.**

e) Employment Policies

Councillor Kenyon proposed that the following policies are adopted. The proposal was seconded by Councillor Searson and the motion was passed unanimously by resolution of the Council.

- i) Lone working policy
- ii) Equality and diversity policy
- iii) Training and development policy
- iv) Sickness absence policy

**Action: Clerk to add to the website.**

f) Financial Regulations and Standing Orders

The Clerk explained that model Financial Regulations and Standing Orders have not been reissued yet to reflect recent legislative changes. Item to be deferred.

## 7) HIGHWAYS (26/007)

a) To receive any reports of new or outstanding highways defects and other updates.

Members of the public are encouraged to report any new faults or existing defects at [www.lincolnshire.gov.uk/faultreporting](http://www.lincolnshire.gov.uk/faultreporting), or email [cschighways@lincolnshire.gov.uk](mailto:cschighways@lincolnshire.gov.uk) or via FixMyStreet.

It was noted that there are some bollards in disrepair near to Millfield, which have presumably been damaged during the hedge cutting.

**Action: Clerk to raise their replacement with Rowan Smith, Head of Highways West.**

## 8) PLANNING MATTERS (26/008)

a) Members noted that there are no new planning matters for review.

b) Members noted the following decisions received or pending.

i) Application No	S25/0156
Applicant	Edward Pumphrey
Proposal	To replace existing, part-rotting, single glazed windows with double glazed heritage windows, in order to improve the thermal efficiency of the building and reduce carbon emissions.
Location	Scotland Farmhouse, Scotland Lane, Ingoldsby
Decision	PENDING

ii) Application No	S25/0169
Applicant	Elaine Welford
Proposal	Outline application for the demolition of former garage and erection of two dwellings.
Decision	PENDING
Location	Festival Garage, Main Street, Ingoldsby
iii) Application No	S25/0182
Applicant	Mr Arnold
Proposal	Conversion of existing barns to form 8(No.) dwelling units.
Location	Cemetery Farm, Humby Road, Ingoldsby
Decision	REFUSED

## 9) FINANCE – YEAR END (26/009)

- a) Report from the Clerk in relation to a review of year end income and expenditure against the budget. The Clerk informed the meeting that in terms of income, the Parish Council received just short of the predicted income by just under £36.00. Expenditure was under budget by 6%, the equivalent of almost £476.00 (both figures have been rounded up). The only budget head showing as overspent is annual subscriptions which is due to the early payment of 2025/26 subscriptions to LALC per minute reference 6) c).

- b) Members noted the bank balances as of 31 March 2025.

Current Account	1366.56
Savings Account	7907.12
<b>TOTAL</b>	<b>9273.68</b>

- b) Members noted that no income had been received between 7 March and 31 March 2025

- b) Councillor Leigh proposed the following expenditure paid in line with the approved list of Regular payments between 7 March and 31 March 2025 is approved. The proposal was seconded by Councillor Kenyon and passed unanimously by resolution of the Council.

Detail	Price	VAT	Total
BT (March)	30.95	6.19	37.14
Clerk's Salary (March)	200.04	0.00	200.04
Bank Charges (March)	5.00	0.00	5.00
LALC Annual Subscription 2526	100.36	0.00	100.36
LALC Annual Training 2526	100.00	20.00	120.00
PCC Final Contribution	205.00	0.00	205.00
Ingoldsby Village Hall (Sept-Dec)	52.25	0.00	52.25
LALC, New Councillor Training	30.00	6.00	36.00
Ingoldsby Village Hall (March)	28.50	0.00	28.50
<b>TOTAL</b>	<b>752.10</b>	<b>32.19</b>	<b>784.29</b>

- c) Members noted the record of reserves dated 31 March 2025

Earmarked Reserves	
Elections	2244.20
Defibrillator	1,400.00
Laptop	450.00
Community Improvements	4197.17
National Events	50.00
<b>Earmarked reserves</b>	<b>8341.37</b>
<b>Unearmarked reserves</b>	<b>(434.25)</b>

- g) Members noted the correction to the Clerk's October salary payment which was overpaid by £2. The Clerk confirmed that this had been returned to the Parish Council bank account. She apologised for the error.
- h) The Chair proposed that the year-end bank reconciliation is accepted. The proposal was seconded by Councillor Searson and the motion was passed unanimously by resolution of the Council. The bank reconciliation was signed and dated by the Chair and RFO.
- i) Councillor Searson proposed that the year-end accounts are approved. The proposal was seconded by Councillor Kenyon and the motion was passed unanimously by resolution of the Council. The cashbook was signed and dated by the Chair and RFO). Searson proposed.
- j) The Chair proposed that the cashbook is retired and replaced with a digital copy. The proposal was seconded by Councillor Kenyon and the motion was passed by resolution of the Council.
- k) Members noted that the VAT reclaim for 2024/25 per the cashbook, bank reconciliation and VAT126 is £306.43 (already received).
- l) The Chair proposed that members agree to ratify the transfer of the sum of £1,366.56 at year end from the current account to the savings account in addition to the transfer of £6,000.00 from the current account to the savings account to boost interest payments. The proposal was seconded by Councillor Kenyon and the motion was passed unanimously by resolution of the Council.

#### 10) FINANCE – NEW FINANCIAL YEAR (26/010)

- a) Members resolved to approve a list of regular payments for 2025/26 in line with the agreed budget.

<b>LIST OF REGULAR PAYMENTS</b>
This list of regular payments is approved by Financial Regulations. If it necessary to make payment to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 and the due date for the payment is before the next scheduled meeting of the Council, where the Clerk and RFO certify that there is no dispute or other reason to delay the payment, provided that a list of all such payments shall be submitted to the next appropriate meeting of the council.
Clerk's monthly salary up to the budgeted annual sum of £2,060.00. Overtime and annual leave above and beyond the 12 contracted hours per month must first be approved at the next meeting of the Parish Council. Clerk to receive annually agreed payment of £100.00 for use of own computer, printing equipment and anti-virus software.
Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £272.76.
Payments to the Village Hall for hall hire not exceeding the budgeted amount £157.50 for cupboard storage and annual hire for meeting purposes.
Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £150.00.
Insurance not exceeding the budgeted amount of £253.05. <i>Members resolved to approve additional expenditure under this budget head at the meeting dated 30 April 2025.</i>
The internal audit fee not exceeding £100.00
Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £650.00. Additional payments above the budgeted amount must be applied for in writing.
Payments to the PFA to assist with on-going maintenance costs not exceeding the budgeted amount of £650.00. Additional payments above and beyond the budgeted amount must be applied for in writing.
Payments to the Community Heartbeat Trust for the defibrillator annual maintenance package and other related annual services not exceeding the budgeted amount of £235.00. <i>Members resolved to approve additional expenditure under this budget head at the meeting dated 30 April 2025. The organisation has moved to VAT registered. The fee is £235.00 NET of VAT.</i>

Payments to the PCC for the annual renewal of the garden waste service for an amount not exceeding £53.55.
Payments to BT to be paid by direct debit for the amount billed. Budget head is £394.09
Payments for office equipment, stationery and training not exceeding the budgeted amount of £225.00.
Section 137 expenditure to the RBL for £50.00. Other Section 137 expenditure must be approved at a meeting of the Parish Council and will be paid to the recipient after the resolution.
Monthly bank fees of £5.00 per month.

- d) Members noted the bank balances as of 21 April 2025.

Current Account	9545.37
Savings Account	7918.94
<b>TOTAL</b>	<b>17,464.31</b>

- e) Members noted the income received between 1 April and 17 April 2025.

Precept	8038.00
Community Cleaning Grant	463.32
Interest (April)	11.82
VAT Refund	306.53
<b>TOTAL</b>	<b>8819.67</b>

- f) The Chair proposed the following expenditure is approved or ratify as required in line with the approved list of Regular payments between 1 April and 17 April 2025. The proposal was seconded by Councillor Searson and the motion was passed unanimously by resolution of the Council.

Detail	Price	VAT	Total
Clerk's Salary (April)	200.04	0.00	200.04
Contribution to Microsoft and Norton	100.00	0.00	100.00
ICO Subscription	47.00	0.00	47.00
Community Heartbeat Trust – Annual Maintenance Scheme and VETS	235.00	47.00	282.00
<b>TOTAL</b>	<b>582.04</b>	<b>47.00</b>	<b>629.04</b>

Councillor Kenyon and Councillor Leigh signed and dated the invoices, cashbook and bank statements as confirmation of accuracy.

- g) Members noted the record of reserves dated 17 April 2025.

<b>Earmarked Reserves</b>	
Elections	2544.20
Defibrillator	1400.00
Laptop	600.00
Community Improvements	4660.49
National Events	100.00
<b>Earmarked reserves</b>	<b>9304.69</b>
<b>Unearmarked reserves</b>	<b>(1385.75)</b>

- e) To ratify a decision to move the year end sum from the current account of £1366.56 to the savings account to bring balance to the reserve figures.  
This agenda item was duplicated and has been addressed in 26/009 I) above.

- f) To ratify a decision to move £6000.00 from the current account to the savings account to boost interest payments.  
This agenda item was address in 26/009 I) above.
- g) The Chair proposed that the monthly income and expenditure accounts/bank reconciliation for April 2025 is accepted. The proposal was seconded by Councillor Searson and the motion was passed unanimously by resolution of the Council.
- h) The Chair confirmed that she had completed the risk assessment of assets for quarter 1.
- i) Insurance Renewal  
The Clerk informed the meeting that Zurich have quoted £264.00 for renewal of the policy of insurance for public and employers' liability insurance. Councillor Kenyon proposed that the renewal fee is accepted despite being over budget. The proposal was seconded by Councillor Searson and the motion was passed unanimously by resolution of the Council.  
**Action: Clerk to review the budget to bring this budget head in line and to report back with recommendations at the May meeting of the Parish Council.**
- i) The Clerk informed the meeting that the Section 137 figure for 2025/26 is £11.10 per elector.

#### **11) CORRESPONDENCE (26/011)**

- a) Members noted the email from a parishioner dated 21 April 2025 in relation to the Ascoughy Lane Public Footpath application. The parishioner will take the lead on the footpath application further to the passing of Mr Harden. Members noted that the Public Enquiry will be held on 4 November 2025 at Ropsley Village Hall.

#### **12) DATE AND TIME OF NEXT MEETING (26/012)**

Wednesday 21 May 2025 (APM/APCM)  
Wednesday 2 July 2025  
Wednesday 1 October 2025  
Wednesday 19 November 2025 (Precept and Budget Setting)

The Chair closed the meeting at 8.42pm.