

## INGOLDSBY PARISH COUNCIL MEETING

Dear **Councillor**

You are summoned to attend **the Ingoldsby Parish Council** meeting to be held on **Wednesday 21 May 2025** at **8.45pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

The meeting will be preceded by a public forum, when members of the public may ask questions or make short statements to the Council, commencing at **8.30pm**. Parishioners who are unable to attend the meeting are welcome to submit any comments or questions to the Clerk at [ingoldsbypcclerk@hotmail.co.uk](mailto:ingoldsbypcclerk@hotmail.co.uk).

*Heidi Wilson*

Clerk to the Council

Date: 16 May 2025

**1) ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE**

**2) ELECTION OF VICE CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE**

**3) WELCOME REMARKS BY THE CHAIR**

**4) PRESENT**

**5) APOLOGIES**

Apologies for absence.

**6) DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS**

To receive reports on members' disclosable pecuniary interests in relation to the agenda and any dispensations in accordance with the Localism Act 2011.

**7) SIGNING OF THE MINUTES**

To resolve to accept the Clerk's notes of the Parish Council Meeting on 30 April as true and accurate record of that meetings.

**8) GENERAL MATTERS**

- a) To receive a report from the District Councillor.
- b) To resolve to re-adopt the Code of Conduct.
- c) To resolve to re-adopt all current policies with a view to updating the portfolio throughout the 2025/26 financial year.
- d) To resolve to approve the following employment policies:
  - i) Dignity at work policy
  - ii) Disciplinary policy
  - iii) Performance improvement policy and procedure
- e) To discuss a review of the bank mandate.
- f) To receive a report from Councillor Kenyon in relation to the most recent data from the Speed Indicator Device.
- g) To receive an update from the Clerk in relation to the provision of funding for deer warning signage.

**7) HIGHWAYS**

- 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.

## 8) PLANNING MATTERS

a) New Planning Matters: None

b) 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	Approved conditionally, 3 April 2025
ii) Application No	S25/0169
Applicant	Elaine Welford
Proposal	Outline application for the demolition of former garage and erection of two dwellings.
Location	Festival Garage, Main Street, Ingoldsby
Decision	Awaiting decision

## 10) FINANCE

a) To note the bank balances as of 15 May 2025.

Current Account	2,103.60
Savings Account	15,299.06
<b>TOTAL</b>	<b>17,402.66</b>

b) To approve income received between 17 April and 15 May 2025.

Interest (May)	13.56
<b>TOTAL</b>	<b>13.56</b>

c) To approve or ratify the expenditure paid in line with the approved list of Regular payments between 17 April and 15 May 2025.

Detail	Price	VAT	Total
BT (April)	33.51	6.70	40.21
Bank Charges (April)	5.00	0.00	5.00
Compost Planters*	30.00	0.00	30.00
Website Management Service	54.00	10.80	64.80
Amazon USB Stick (2) and Dividers	32.95	6.60	39.55
Clerk's Salary (May)	200.04	0.00	200.04
Village Hall Storage	60.00	0.00	60.00
Garden Waste Scheme contribution	53.55	0.00	53.55
Zurich Insurance	264.00	0.00	264.00
<b>TOTALS</b>	<b>733.05</b>	<b>24.10</b>	<b>757.15</b>

d) Record of reserves dated 15 May 2025.

<b>Earmarked Reserves</b>	
Elections	2,544.20
Defibrillator	1,400.00
Laptop	600.00
Community Improvements	4,630.49
National Events	100.00
<b>Earmarked reserves</b>	<b>9,274.69</b>
<b>Unearmarked reserves</b>	<b>(6024.37)</b>

- e) To resolve to approve the monthly income and expenditure accounts/bank reconciliation for May 2025.
- f) Annual Governance and Accountability Return (2024/25)
  - i) Page 1 of 6 front cover 2024/25
  - ii) Page 2 of 6 checklist 2024/25
  - iii) Page 3 of 6 Certificate of Exemption 2024/25
  - iv) Page 4 of 6 Internal Audit Report 2024/25
  - v) Page 5 of 6 Annual Governance Statement 2024/25 including any explanation of variances
  - vi) Page 6 of 6 Accounting Statements 2024/25
- g) To confirm the dates of the Public Rights Inspection Period.

#### **CORRESPONDENCE**

- a) Email from Ian Aston, Case Officer, Planning Inspectorate dated 15 May 2025.

#### **11) DATE AND TIME OF NEXT MEETING**

Wednesday 2 July 2025  
Wednesday 1 October 2025  
Wednesday 19 November 2025 (Precept and Budget Setting)

*If you require a more detailed version of the agenda, please contact the Clerk.*

*If you want to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.*