

## INGOLDSBY PARISH COUNCIL MEETING

Minutes of the Ingoldsby **Parish Council meeting** held on Wednesday 28 January 2026 at 7.30 pm in the Village Hall, Main Street, Ingoldsby

### 1) WELCOME REMARKS BY THE CHAIR

The Chair, Councillor Eldred welcomed Parish Councillors to the meeting.

She informed those present of a Temporary Traffic Restriction on the Bitchfield Road; a road closure order between 9 March to 17 March 2026 for the installation of telecommunications equipment. The Chair also noted signage that had been erected on the Irnham road.

### 2) PUBLIC FORUM

Mr Chris Mortlock the Churchwarden for St Bartholomew's Parochial Church Council asked whether the Parish Council might be able to assist with funding for the maintenance of the Church building. He highlighted the fundraising efforts that had taken place but expressed concern about the financial pressure to keep the building open to the public and in good repair. Annual maintenance and running costs sit in the region of £6-7k per annum, with insurance consuming over £2k of that sum. The Clerk explained that she wanted to make enquiries with LALC, the Parish Council's County Association to ask whether Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 would be an appropriate spending power. Members agreed to add the item to the March agenda of the Parish Council.

**Action: Clerk to add to the agenda for the next meeting of the Parish Council.**

### 3) PRESENT

Councillor Eldred, Chair  
Councillor Kenyon  
Councillor Leigh  
Councillor Searson

### 4) APOLOGIES

Apologies were received from Councillor Nelson. The reason for her absence was noted and accepted.

### 5) DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS

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

### 6) SIGNING OF THE MINUTES

**Councillor Leigh proposed that the Clerk's notes of the meeting dated 19 November 2025 are accepted as true and accurate record of that meeting. The proposal was seconded by Councillor Searson, and the motion was passed by resolution of the Council.** Councillor Kenyon abstained from the vote as he was not present at that meeting.

### 7) GENERAL MATTERS

#### a) District Councillor Sarah Trotter's Report

Councillor Trotter noted the addition of Ingoldsby Public Footpath Number 1194 to the Definitive Map Modification Order 2022 and the outcome of planning application S25/2157. She mentioned local government reorganisation; there have been four proposals for Lincolnshire but ultimately Central Government will make the final decision. She talked about the roll out of the food recycling caddies; South Kesteven District Council (hereafter referred to as SKDC) will start weekly collections from 13 April 2026 (cooked and uncooked food will be recycled into fertilizer in Lincolnshire). SKDC now have a new full-time Monitoring Officer, Mr Graham Kitchen, with effect from 26 January 2026. She went on to state that the Rural Crime Team and Neighbourhood Policing Teams have been cut despite Lincolnshire Police having received a 4.25% increase in funding; this has not yet been allocated to a budget head. The Authority is going to write to the Policing Minister for support for additional funding.

b) Policies

**Councillor Kenyon proposed that new model Financial Regulations (as amended) are adopted. The proposal was seconded by Councillor Leigh, and the motion was passed unanimously by resolution of the Council.**

c) Members noted the policies pending adoption prior to May 2026.

- Standing Orders
- IT policy
- Risk Register
- Expenses Policy – Staff
- Expenses Policy – Councillors

d) Assertion 10, AGAR (2026)

The Clerk informed the meeting that the Parish Council must adopt an IT policy; a data protection policy, FOI and Publication Scheme are already in place, the website's accessibility statement has been reviewed for compliance, and these must all be reviewed annually. The Parish Council laptop is secured with up-to-date antivirus software and is password protected with routine data backup. The Parish Council has now moved to gov.uk email addresses for the Clerk and all Councillors with the phasing out of the use of personal email addresses. The Parish Council will need to create a data map, but this should be a relatively easy exercise as it does not process a large amount of personal data. The Clerk has completed cybersecurity training and data protection training, and this is being offered to all Councillors via the LALC Annual Training Scheme.

**Action: Clerk to provide Councillors with a draft IT policy and risk register and access to training. Clerk to create a data map for review at the March meeting of the Parish Council.**

e) Osmo Flood Barriers

Members reviewed the quote received for the Osmo Flood barriers at a cost of £666.84 inclusive of VAT and freight charges (25 packs).

**Action: Add an advertisement to Facebook and pass on the quote to the Emergency Planning Group once established.**

f) Notice of landowner deposits under section 15A(1) of the Commons Act 2006 submitted by Mr Taylor on behalf of Yareal Humby Limited, displayed throughout the village from 19 December 2025.

The Clerk informed the meeting that the statement ends any use of land belonging to Yareal (Humby) Ltd by local inhabitants for lawful sports and pastimes. Its purpose is to protect the land from being registered as a Village Green. Yareal (Humby) Ltd has also deposited a statement under Section 31 (6) of the Highways Act 1980 to confirm that they have no intention of dedicating any additional public rights of way beyond those that already legally exist over their land. This may prevent further public rights of way from being established through long use, but it does not affect routes that are legally recorded in the Definitive Map and Statement.

g) Askey Lane

Members noted the decision in relation to Askey Lane; the addition of Ingoldsby Public Footpath Number 1194 to the Definitive Map Modification Order 2022.

h) Payroll

Members resolved to approve the move from Autela Payroll Services to a local provider, Simon Moss in Sleaford at a cost of £150.00 plus VAT.

**Action: Clerk to give notice to Autela Payroll Services and set up service with Simon Moss.**

i) Salary

The Clerk informed Councillors that she has asked for a freeze on her January and February salary payments due to time owing back to the Parish Council. Salary payments will resume in March 2026.

- j) Review of the asset register  
Members reviewed the asset register.

**Action: Clerk to add the bench in the cemetery to the asset register. Clerk to add ‘defibrillator’ to the next agenda further to an offer from SHOCK Sleaford to take over administration of the unit and the reallocation of reserves.**

- k) Third Quarter Risk Assessment  
The Chair provided a summary of the third quarter asset inspection.

**Action: Clerk to obtain a quote for a recyclable bench from Glasdon UK Ltd.**

## 8) HIGHWAYS

- a) Village Walkabout  
The Chair provided a summary of the report compiled further to the Village Walkabout with Rowan Smith, Head of Highways (West) on Tuesday 20 January 2025. This can be found on the Parish Council’s Facebook page and website (pending at the time of publication of the minutes).

## 9) PLANNING MATTERS

- a) Members noted the new planning applications:

<b>Application No</b>	<b>S25/2184</b>
Applicant	Mr & Mrs Riley
Proposal	Reserved matters application for access, layout, landscaping and scale for the erection of a detached dwelling and garage pursuant to planning permission S22/2432.
Location	Land opposite Green Gates, Grantham Road, Ingoldsby
<b>Application No</b>	<b>S25/1911</b>
Applicant	Mrs Charlotte Wesson
Proposal	Demolition of Class Q consented barn and construction of a new self-build detached residential dwelling house.
Location	Land off Ingoldsby Road, Bitchfield, Grantham

- b) Members noted the decisions received or pending:

<b>Application No</b>	<b>S25/2157</b>
Applicant	Mr T Arnold
Proposal	Conversion of existing barns to form 8 dwelling units
Location	Cemetery Farm, Humby Road, Ingoldsby
Decision	REFUSED - 6 January 2025
<b>Application No</b>	<b>S25/2079</b>
Applicant	Mr K Knight
Proposal	Demolition of existing timber extension and construction of a new single storey kitchen.
Location	1 Pine Tree Cottages, Grantham Road, Ingoldsby
Decision	GRANTED – 16 December 2025
<b>Application No</b>	<b>S25/1737</b>
Applicant	Mr W Hollingworth, Hollingworth Developments Ltd
Location	St Christophers Lodge, Main Street, Ingoldsby
Proposal	Application for reserved matters pursuant to the outline planning permission S25/0169 (Outline application for the demolition of former garage and erection of two dwellings <i>Approved conditionally on 18 July 2025</i> ).
<b>Decision</b>	<b>Approved, 26 January 2026</b>

## 10) FINANCE

- a) Members noted the bank balances as of 22 January 2026.

Current Account	586.52
Savings Account	13,811.97
<b>TOTAL</b>	<b>14,398.49</b>

- b) Members noted the income received between 13 November 2025 and 22 January 2026.

Interest (December)	17.00
Interest (January)	16.17
<b>TOTAL</b>	<b>33.17</b>

- c) Councillor Leigh proposed that the Parish Council approve and ratify the expenditure paid in line with the approved list of Regular payments between 13 November 2025 and 22 January 2026. The proposal was seconded by Kenyon, and the motion was passed unanimously by resolution of the Council.

Detail	Price	VAT	Total
Clerk's Salary (November)	200.04	0.00	200.04
Clerk's Salary (December)	200.04	0.00	200.04
BT Broadband Supply (November)	33.51	6.70	40.21
BT Broadband Supply (December)	33.51	6.70	40.21
Pennells Garden Centre (Snow Drop bulbs)	39.94	7.99	47.93
Autela Payroll Services	85.00	17.00	102.00
Autela Payroll Services (Historic Invoice – not presented)	94.56	0.00	94.56
LALC Annual Training Scheme	156.00	0.00	156.00
LALC Annual Subscription	110.60	0.00	110.60
<b>TOTALS</b>	<b>953.20</b>	<b>38.39</b>	<b>991.59</b>

- d) Members noted the record of reserves dated 22 January 2026.

<b>Earmarked Reserves</b>	
Elections	2,544.20
Defibrillator	1,400.00
Laptop	600.00
Community Improvements	5058.87
National Events	100.00
Tommy Fund (Remembrance)	225.00
<b>Earmarked reserves</b>	<b>9,928.07</b>
<b>Unearmarked reserves</b>	<b>3,883.90</b>

- e) Members noted the record of transfers from the savings account to the current account.

Date	Amount
30 April 2025	1,366.56
7 May 2025	6,000.00
2 July 2025	500.00
25 September 2025	500.00
14 November 2025	463.32
9 December 2025	500.00
23 December 2025	600.00

f) Bank Reconciliation  
**Councillor Searson proposed that members resolve to approve the monthly income and expenditure accounts (bank reconciliation) for November through to January 2026. The proposal was seconded by Councillor Kenyon, and the motion was passed unanimously by resolution of the Council.** The bank statements were verified against the cashbook, invoices and bank statements.

g) Third quarter budget review  
In terms of expenditure, the Parish Council has spent 74% against the budget which is on target; the Parish Council will be underspent against the predicted budget at year end. The only budget head showing as overspent is 'Expenses' and this is due to increased use of ink and A4 paper. 19% more income than budgeted has been received. The Parish Council is in a strong financial position with a good source of earmarked and general reserves.

**Action: Clerk to publish the 2026/27 budget on the website.**

h) Review of the effectiveness of the Parish Council's internal controls  
The Clerk explained that the Internal Auditor will be looking for evidence that the Parish Council has reviewed the effectiveness of the internal controls in place in 25/26 in line with Regulation 6 of the Accounts and Audits Regulations 2015.

Financial Regulations and Standing Orders are in place; Financial Regulations have been updated based on the new 2025 model document provided by NALC and new model Standing Orders will be adopted at the next meeting of the Parish Council. These policies have been adhered to without exception.

All items of income and expenditure are published on the agendas and minutes along with bank transfers. Two Councillors verify the bank reconciliation against the invoices, bank statements and cashbook at each meeting of the Parish Council to ensure arithmetical accuracy and with a view to detect and prevent fraud.

The Clerk and RFO is responsible for the proper administration of the Council's financial affairs.

The Clerk explained the nature of dual authorisation for banking purposes. Members discussed dual authorisation and assessed the risks. Councillor Leigh proposed that dual authorisations are not required due to the stringent controls in place. The proposal was seconded by Councillor Kenyon, and the motion was passed unanimously by resolution of the Council.

The Clerk has not been issued with a debit or credit card, reclaiming any expenses.

A Risk Register is due to be adopted at the next meeting of the Parish Council.

The Parish Council has robust payroll arrangements in place but due to some inconsistency in service will move to a new supplier from 1 April 2026.

The Parish Council has no loans or long-term liabilities.

The asset register has been reviewed and is up to date.

## 11) CORRESPONDENCE

a) Members noted the email from Planning Policy at South Kesteven District Council dated 21 January 2026 in relation to the Local Development Scheme 2026-29 (the revised Local Development Scheme was approved by the Cabinet on Thursday 15 January 2026).

## 12) DATE AND TIME OF NEXT MEETING

Wednesday 24 March 2026

Wednesday 6 May 2026

Wednesday 24 June 2026

Wednesday 30 September 2026

Wednesday 18 November 2026

Wednesday 9 December 2026