

INGOLDSBY ANNUAL PARISH COUNCIL MEETING

Dear **Councillor**

You are summoned to attend **the Ingoldsby Annual Parish Council** meeting to be held on **Wednesday 27 May 2026 at 8.15pm** 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 **8.00pm**. Parishioners who are unable to attend the meeting are welcome to submit any comments or questions to the Clerk at ingoldsbyccclerk@hotmail.co.uk.

Heidi Wilson

Clerk to the Council

Date: 22 May 2026

1) ELECTION OF CHAIR

2) ELECTION OF VICE-CHAIR

3) WELCOME REMARKS BY THE CHAIR

4) PUBLIC FORUM

5) PRESENT

6) APOLOGIES

7) 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.

8) SIGNING OF THE MINUTES

To resolve to accept the Clerk's notes of the Parish Council Meeting on 25 March 2026 as true and accurate record of that meeting.

9) GENERAL MATTERS

- a) To receive a report from the District Councillor.
- b) To resolve to re-adopt the Code of Conduct.
- c) Councillors to complete their DPI forms.
- d) To resolve to continue to adhere to the Civility and Respect Pledge.
- e) To resolve to re-adopt all policies with a view to adding to the portfolio throughout the 2026/27 financial year.
 - Dignity at Work Policy v1.0
 - Disciplinary Policy v1.0
 - Equality & Diversity Policy v1.0
 - Expenses Policy for Councillors & Staff v1.0
 - Financial Regulations v1.0
 - Financial Reserves Policy v1.0
 - Complaints Policy v1.0
 - Councillor Vacancy Policy v1.3
 - Data Protection Policy v1.0
 - Privacy Notice v1.0
 - Vexatious Policy v1.0

- Volunteer Policy v1.0
- IT Policy v1.0
- Lone Working Policy v1.0
- Performance Improvement Policy v1.0
- Records Retention Policy v1.0
- Risk Register v1.0
- Sickness Absence Policy v1.0
- Standing Orders v1.0
- Training & Development Policy v1.0

- f) To review the impact of a £500-£1000 increase in the precept to assist St Bartholomew’s Church with funding for on-going maintenance.
- g) To discuss the purchase of Remembrance Day 2026 merchandise and discuss fund raising options.
- h) To discuss the provision of 30mph stickers food waste caddies.
- i) To discuss the provision of a planter for the Village Hall.
- j) To note completion of the quarterly asset risk assessment.

10) PLANNING MATTERS

a) New Planning Matters

Application No	S26/0737
Applicant	Mr Edward Pumphrey
Proposal	Replace ten existing, part-rotted, double-glazed windows and a French door, with double-glazed, timber-framed, heritage windows.
Location	Scotland Farmhouse, Scotland Lane, Ingoldsby

b) Decisions received or pending

Application No	S26/0424
Applicant	Mr Steve Mullins
Proposal	Erection of a single storey rear and side extension. Removal of existing outhouse and garages.
Location	Jackdaws, Back Lane, Ingoldsby
Decision	Permission granted on 6 May 2026
Application No	S26/0107
Applicant	Mr Steven Durica
Location	The Bungalow, Scotland Lane, Ingoldsby
Proposal	Works to TPO tree(s)
Decision	TPO Work Refused on 23 March 2026
Application No	S26/0200
Applicant	Francis Gilbert
Location	St Katherine’s Cottage, Back Lane, Ingoldsby
Proposal	Conversion of outbuilding into granny annex with extension over canopy.
Decision	Permission granted on 23 April 2026

11) FINANCE – YEAR END 2025/26

- a) Members to note the bank balances as of 31 March 2026 per the bank statements and bank reconciliation. This will be the brought forward balance in the accounting statements of the AGAR.
- b) To note the income received between 18 March 2026 and 31 March 2026.
- c) To resolve to approve the expenditure, including expenditure to be ratified, from 18 March 2026 to 31 March 2026. The following is an extract from the cashbook.
- d) To resolve to approve the year end bank reconciliation dated 31 March 2026 (to be signed and dated by the Chair and RFO).

- e) To resolve to approve the year end accounts (cashbook to be signed and dated by the Chair and RFO). The cashbook is the definitive list of all income and expenditure).
- f) To note the amount of the claim for the VAT126.
- g) Annual Governance & Accountability Return (AGAR Form 2)
 - i) Page 1 of 6 Front Cover
 - ii) Page 2 of 6 Completion Checklist
 - iii) Page 3 of 6 AGAR Exemption Form 2025/26
 - iv) Page 4 of 6 Internal Audit Report
(To review the internal audit report prepared by Mr Jackson for the year ending 2025/26)
 - v) Page 5 of 6 Section 1 Annual Governance Statement 2025/26
 - vi) Page 6 of 6 Accounting Statements for 2025/26
- h) Year-end budget review 2025/26.
- i) To confirm the public rights inspection period.
- j) To review the list of regular payments.

LIST OF REGULAR PAYMENTS
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 £2,363.00. 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 Simon Moss Accountants for payroll services rendered not exceeding the budgeted amount of £300.00.
Payments to the Village Hall for hall hire not exceeding the budgeted amount £213.00 for cupboard storage and annual hire for meeting purposes.
Annual subscriptions not exceeding the budgeted amount of £395.00.
Insurance not exceeding the budgeted amount of £300.00.
The internal audit fee not exceeding £100.00. <i>This may need to be reviewed as the Parish Council will be moving to LALC's internal auditing services for 2026/27.</i>
Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £675.00. 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 £675.00. 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 £247.00.
Payments to the PCC for the annual renewal of the garden waste service for an amount not exceeding £56.00.
Payments to BT to be paid by direct debit for the amount billed up to the budgeted amount of £352.00
Payments for office equipment, stationery and training not exceeding the budgeted amount of £341.00.
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 with Lloyds if applicable.

- k) To review the list of direct debits and standing orders.

12) FINANCE – NEW FINANCIAL YEAR

- a) To ratify the opening of a new Parish Council Bank account with Lloyds Bank with immediate effect further to unforeseen closure of the account with HSBC and to review the bank mandate.
- b) To note the sum of the bank balances for deposit with Lloyds Bank.
- c) Record of reserves dated 18 March 2026.

Earmarked Reserves	18 March 2026	1 April 2026
Elections	2,544.20	2,844.20
Defibrillator	1,400.00	1,400.00
Laptop	600.00	750.00
Community Improvements	5058.87	5,098.81
National Events	100.00	100
Tommy Fund (Remembrance)	225.00	225.00
SID	0.00	262.50
Earmarked reserves	9,928.07	10,680.51
Unearmarked reserves	3,725.38	TBC

- e) To resolve to approve the appointment of LALC as internal auditor arrangements for the year ending 2026/27.

13) CORRESPONDENCE

- a) None

14) DATE AND TIME OF NEXT MEETING

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.