

## INGOLDSBY PARISH COUNCIL MEETING

Minutes of the Ingoldsby Parish Council meeting held on Wednesday 27 May 2026 at 7.40 pm in the Village Hall, Main Street, Ingoldsby

The Chair proposed that the meeting commence earlier than the advertised time of 8.00pm. The proposal was seconded by Councillor Leigh, and the motion was passed unanimously by resolution of the Council.

### 1) ELECTION OF CHAIR

Councillor Leigh proposed Councillor Eldred as Chair. Councillor Eldred confirmed her candidacy. The proposal was seconded by Councillor Searson, and the motion was passed unanimously by resolution of the Council.

### 2) ELECTION OF VICE-CHAIR

Councillor Leigh proposed Councillor Kenyon as Vice-Chair. Councillor Kenyon confirmed his candidacy. The proposal was seconded by Councillor Nelson, and the motion was passed unanimously by resolution of the Council.

### 3) WELCOME REMARKS BY THE CHAIR

The Chair welcomed four parishioners to the meeting. She stated that the Parish Council continues to support the village organisations including the PFA and PCC. She expressed her thanks to the parishioners for the donations towards Remembrance 2025. She also thanked the volunteers that have assisted with litter picking and maintenance of the village planters.

### 4) PUBLIC FORUM

There were no comments from the member of the public.

### 5) PRESENT

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

### 6) APOLOGIES

None

### 7) DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS

- The Chair reported her interests in relation to the Village Hall Committee.
- Councillor Nelson reported her interests in relation to the Playing Field Committee.

### 8) SIGNING OF THE MINUTES

Councillor Leigh proposed that the minutes of the Parish Council Meeting held on 25 March 2026 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Searson, and the motion was passed unanimously by resolution of the Council.

### 9) GENERAL MATTERS

#### a) District Council Report

District Councillor Trotter reported that South Kesteven District Council held its AGM on Thursday 21 May 2026. The new waste depot at Turnpike Lane opened on the same day. She provided an update on the food caddy collections and asked anyone experiencing difficulties with collections to report this via the SKDC website. She went on to speak about the award-winning CCTV suite based at Grantham Police Station. She had nothing further to report about Local Government Reorganisation but reminded the meeting that the final decision will come from Central Government. She reported that fly-tipping continues to be a problem locally and spoke about housing issues relating to asylum seekers.

b) Code of Conduct  
**Councillor Kenyon proposed that the Code of Conduct is re-adopted. The proposal was seconded by Councillor Nelson, and the motion was passed unanimously by resolution of the Council.**

c) Disclosable Pecuniary Interests  
The Councillors duly completed their DPI forms.

d) Civility and Respect Pledge  
**Councillor Searson proposed that members continue to adhere to the Civility and Respect Pledge. The proposal was seconded by Councillor Leigh, and the motion was passed unanimously by resolution of the Council.**

e) Annual Review of Policies  
**Councillor Kenyon proposed that the portfolio of policies as listed below is re-adopted. The proposal was seconded by Councillor Searson, and the motion was passed unanimously by resolution of the Council.**

- 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

**Action: Councillor Nelson will review the sickness absence policy further to recent legislative changes.**

f) St Bartholomew's Church Funding  
Councillor Kenyon reminded the meeting that the PCC had approached the Parish Council with a request for funding to assist with on-going maintenance. There have been informal talks with the PCC with sums of between £500-1000 being discussed. Councillor Kenyon has reviewed the quinquennial report for the Church and has confirmed that funding is required for the maintenance and upkeep of the fabric of the building.

Councillor Kenyon outlined the impact that this would have on the precept for a Band D household. The precept is currently set at £8440.00 for the 2026/27 financial year.

- An additional £500 on the precept would mean a 12% increase leading to a request to South Kesteven District Council for £8940.00. The charge for a band D household would increase from £70.00 to £74.00.
- An additional £1000 on the precept would mean an 18% increase leading to a request for £9440.00. The charge for a band D household would move from £70.00 to £78.00.

There may be other increases in line with inflation leading to a higher precept request.

The Parish Council will need to carefully consider the financial impact of multiple funding requests from other village organisations.

Councillor Kenyon added that the PCC are aware that funding is available in the form of Section 137.

**Action: Clerk to add the to agenda for the next meeting of the Parish Council. Councillor Kenyon will circulate a report.**

- g) Remembrance 2026  
**Councillor Leigh proposed the purchase of 6 lamp post signs, a flag and a Tommy statue. Additional funds will be sourced from donations. The proposal was seconded by Councillor Searson, and the motion was passed unanimously by resolution of the Council.**
- h) 30mph stickers for food waste caddies  
 Members agreed not to pursue this agenda item.
- i) Planter, Village Hall  
**The Chair proposed that the Parish Council purchase an additional planter for placement at the village hall at a cost of £80.99. The proposal was seconded by Councillor Leigh, and the motion was passed unanimously by resolution of the Council.**
- j) Quarterly asset risk assessment  
 The Chair confirmed that she had completed the quarterly risk assessment.

## 10) PLANNING MATTERS

- a) Members noted the new planning applications

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) Members noted the 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
<b>Decision</b>	<b>Permission granted on 6 May 2026</b>
Application No	S26/0107
Applicant	Mr Steven Durica
Location	The Bungalow, Scotland Lane, Ingoldsby
Proposal	Works to TPO tree(s)
<b>Decision</b>	<b>TPO Work Refused on 23 March 2026</b>
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.
<b>Decision</b>	<b>Permission granted on 23 April 2026</b>

## 11) FINANCE – YEAR END 2025/26

- a) Members noted 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. Members confirmed that these figures agree with the bank reconciliation and AGAR.

Savings Account	12,992.30
Current Account	100.94
<b>TOTAL</b>	<b>13,093.24</b>

- b) Income  
Members noted that there was no income received between 18 March 2026 and 31 March 2026.
- c) Expenditure  
**Councillor Kenyon proposed that the expenditure is approved, including expenditure to be ratified, from 18 March 2026 to 31 March 2026. The proposal was seconded by Councillor Nelson, and the motion was passed unanimously by resolution of the Council.**
- d) Bank Reconciliation  
**Councillor Kenyon proposed that the year-end bank reconciliation dated 31 March 2026 is accepted. The proposal was seconded by Councillor Nelson, and the motion was passed unanimously by resolution of the Council.** The year end bank reconciliation was duly signed and dated by the Chair.
- e) Year End Accounts  
**The Chair proposed that the year-end accounts are accepted. The proposal was seconded by Councillor Leigh, and the motion was passed unanimously by resolution of the Council.** The cashbook was duly signed and dated by the Chair and RFO. The cashbook is the definitive list of all income and expenditure.
- f) VAT126  
Members noted the value of the VAT reclaim at £288.66.
- g) Annual Governance & Accountability Return (AGAR Form 2)
- i) Members noted that page 1 of 6 is the cover page of the AGAR.
  - ii) Members noted that page 2 of 6 is the completion checklist.
  - iii) Members noted that page 3 of 6 AGAR is the exemption form 2025/26. The form was duly signed and dated by the Chair and the minute reference inserted with the date of the meeting.  
**Action: Clerk to send to PKF Littlejohn.**
  - iv) Members noted page 4 of 6, the completed internal audit report prepared by Mr John Jackson.  
**Councillor Leigh proposed that the internal audit report is accepted. The proposal was seconded by Councillor Nelson, and the motion was passed unanimously by resolution of the Council.**
  - v) Members noted that page 5 of 6 is Section 1, Annual Governance Statement 2025/26.  
Councillor Kenyon read out the following assertions:
    1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  
Members agreed to respond 'Yes' to this assertion.
    2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  
Members agreed to respond 'Yes' to this assertion
    3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.  
Members agreed to respond 'Yes' to this assertion

4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.  
Members agreed to respond 'Yes' to this assertion
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where necessary.  
Members agreed to respond 'Yes' to this assertion
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  
Members agreed to respond 'Yes' to this assertion
7. We took appropriate action on all matters raised in reports from internal and external audit.  
Members agreed to respond 'Yes' to this assertion
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and , where appropriate, have included them in the accounting statements.  
Members agreed to respond 'Yes' to this assertion
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustees, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.  
Members agreed to respond 'NA' to this assertion
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.  
Members agreed to respond 'Yes' to this assertion

**The Chair proposed that the responses are approved. The proposal was seconded by Councillor Nelson, and the motion was passed unanimously by resolution of the Council.**

- vi) Members noted that page 6 of 6 is the Accounting Statement for 2025/26.  
**Councillor Leigh proposed that the Accounting Statement is accepted. The proposal was seconded by Councillor Kenyon, and the motion was passed unanimously by resolution of the Council.**

- h) Year-end budget review 2025/26

The Clerk confirmed that there were no changes to the year end budget statement as reported at the March meeting of the Parish Council.

- i) Public rights inspection period

The Clerk confirmed that the Public Rights Inspection period will take place between 8 June and 17 July 2026 to include the first ten working days of July. This will be by appointment only.

- j) List of regular payments

**The Chair proposed that the list of Regular Payments is accepted. The proposal was seconded by Councillor Searson, and the motion was passed unanimously by resolution of the Council.**

**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) Direct debits and standing orders.

Members agreed to defer this agenda item to the next meeting of the Parish Council.

## 12) FINANCE – NEW FINANCIAL YEAR

a) Lloyds Bank Account

**The Chair proposed the ratification of a decision to open a new bank account with Lloyds Bank with immediate effect to unforeseen closure of the account with HSBC and to review the bank mandate. The proposal was seconded by Councillor Leigh, and the motion was passed unanimously by resolution of the Council.**

b) Sum of the bank balances for deposit with Lloyds Bank

Members noted that the sum for deposit with Lloyds Bank is £21,509.38.

c) Members noted the record of reserves dated 18 March 2026.

<b>Earmarked Reserves</b>	<b>18 March 2026</b>	<b>1 April 2026</b>
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
<b>Earmarked reserves</b>	<b>9,928.07</b>	<b>10,680.51</b>
<b>Unearmarked reserves</b>	<b>3,725.38</b>	<b>TBC</b>

e) Internal Auditor 26/27

**Councillor Leigh proposed that LALC are appointed as internal auditor for the year ending 2026/27. The proposal was seconded by Councillor Kenyon, and the motion was passed unanimously by resolution of the Council.**

**13) CORRESPONDENCE**

a) None

**14) DATE AND TIME OF NEXT MEETING**

Wednesday 24 March 2026

Wednesday 6 May 2026

Wednesday 24 June 2026

Wednesday 7 October 2026

Wednesday 18 November 2026

Wednesday 9 December 2026

Members agreed to add a date in early November for the budget consultation event. TBC.

The Chair closed the meeting at 8.47pm.