

Nettleton Parish Council

Minutes of the Annual Parish Council Meeting

Held on Tuesday 20th May 2025 at 7.00pm in Nettleton Village Hall, Moortown Road, Nettleton, LN7 6AA

Clerk: Tony Shaw

Present: Councillors John Connolly (Chair), Malcolm Dawson, Lauret Bottrill and Graham Fulton

Attending: District Councillor Tom Smith
No members of the public

1. Election of Chair

a) To elect a Chair for the year 2025/26

It was **resolved** to elect Councillor Fulton as Chair.

b) Chair to sign a Declaration of Office, or Council to resolve this can be done at a later time

Councillor Fulton signed the declaration of office and it was counter-signed by the Clerk.

2. To elect a Vice-Chair for the year 2025/26

It was **resolved** to elect Councillor Dawson as Vice-Chair.

3. Declarations of Interest

a) To record declarations of interest in any of the agenda items listed below

None.

b) To note dispensations given to any member in respect of the agenda items listed below

None.

4. To receive apologies from any members unable to attend the meeting

Apologies were received from Councillor Clark before the meeting.

5. To adopt the minutes of the ordinary meeting on Tuesday 11th March 2025

It was **resolved** to adopt the minutes and they were signed by the Chair.

6. Open forum – maximum 15 minutes unless directed by the Chair

Several items not on the agenda were raised for discussion:

- Cllr Bottrill expressed interest in forming a Working Group to organise an event on the playing field.
- Cllr Fulton noted the gate on the play park fails to close properly and needs attention.
- Cllr Dawson is interested in attending training to become a Dog Warden.

These items will be placed on the next agenda for formal discussion and resolution.

7. To receive updates from District and/or County Councillors

District Councillor Smith confirmed he will continue to attend future meetings as a District Councillor only, and not a County Councillor. Council noted its appreciation for all his support in both roles.

8. Clerk's Report

a) Update on moles on the playing field

The services of a mole catcher have been engaged and 7 moles have been removed.

b) Update on Mansgate Hill signage

LCC have removed some signage from the top of Mansgate Hill, including a 7.5T weigh restriction sign. A local resident believes this has led to increased usage of the lane by lorries over the limit.

9. Finance

a) To receive a financial summary for the year 2024-25

A full breakdown of the council's finances for 2024-25 was presented. Key finance figures were:

Opening balance on 1 st Apr 2024	47,672.81
Income in the year to 31 st March 2025	19,314.78
Expenditure in the year to 31 st March 2025	22,697.27
Closing balance on 31 st March 2025	44,290.32

b) To note any income received since the meeting on 11th March 2025

Date	Received From	Description	Amount
31/03/25	Unity Trust Bank	Bank Interest (Jan to Mar)	259.45
01/04/25	West Lindsey DC	Precept	13,900.00
01/04/25	West Lindsey DC	Council Tax Support Grant	100.00
15/04/25	West Lindsey DC	CIL Payment	54.57

c) To ratify any payments made since the meeting on 11th March 2025

The following payments, made under a Scheme of Delegation, were noted:

Date	Supplier	Description	Net	VAT	Gross
27/03/25	Antony Shaw	Salary (Mar)	336.97		336.97
27/03/25	Antony Shaw	WFH Allowance (Mar)	26.00		26.00
27/03/25	Antony Shaw	Mileage (Mar)	29.16		29.16
27/03/25	Tim Hind	Repairs to Pirate Ship	40.00		40.00
31/03/25	Unity Trust Bank	Service Charge (Mar)	6.00		6.00
30/04/25	Unity Trust Bank	Service Charge (Apr)	6.00		6.00
06/05/25	Antony Shaw	Salary (Apr)	270.17		270.17
06/05/25	Antony Shaw	WFH Allowance (Apr)	26.00		26.00
06/05/25	Antony Shaw	Mileage (Apr) - Play Park Inspection	14.58		14.58

d) To approve a schedule of payments

It was **resolved** to approve the following payments:

Supplier	Description	Net	VAT	Gross
AJ Williams	Grass Cutting (Mar)	255.00	51.00	306.00
Carl Thomas	Internal Audit Report for 2024/25	100.00		100.00

West Lindsey DC	Defib Maintenance (Salutation Inn)	91.67	18.33	110.00
West Lindsey DC	Defib Maintenance (Village Hall)	91.67	18.33	110.00
ICO	Data Protection Registration 2025-26	47.00		47.00
AJ Williams	Grass Cutting (Apr)	510.00	102.00	612.00
Antony Shaw	Mileage (Apr) - Play Park Closure Sign	14.58		14.58
Hemswell Surfacing	Playing Field Path	11,700.00	2,340.00	14,040.00
TEC Partnership	Nettleton News March 2025	291.15		291.15
SR Thompson	Mole Catching (7 @ £20 each)	140.00		140.00

e) To receive and approve a bank reconciliation to the end of April 2025

A bank reconciliation was presented that showed the council's accounts match the bank statements as at 30th April 2025. Key finance figures were:

Opening balance on 1 st Apr 2025	44,290.32
Income in the month of April	14,054.57
Expenditure in the month of April	6.00
Closing balance on 30 th Apr 2025	58,338.89

It was **resolved** to approve the bank reconciliation.

10. Planning

a) Ref: WL/0025/00420 - Nettleton House, Nettleton Road, Caistor, LN7 6NJ

It was **resolved** that council have "no objection".

b) Ref: WL/0025/00461 - Mansgate House, Mansgate Hill, Nettleton, LN7 6NT

It was **resolved** that council have "no objection".

11. Annual Governance - Committees - To appoint 3 members to a Personnel Committee

It was **resolved** to create a Personnel Committee only if a future requirement arises.

12. Annual Governance - Policies

- a) To adopt NALC's model Standing Orders (updated)**
- b) To adopt NALC's model Financial Regulations (updated)**
- c) To adopt LGA's Code of Conduct (unchanged)**
- d) To adopt LALC's model Complaints Procedure (updated)**
- e) To adopt a Records Retention Policy (unchanged)**
- f) To adopt a Publication Scheme (unchanged)**
- g) To adopt a Privacy Policy (unchanged)**
- h) To adopt a Media Policy (unchanged)**
- i) To adopt a Health & Safety Policy (unchanged)**
- j) To adopt a Data Protection Policy (unchanged)**
- k) To adopt a Data Breach Policy (unchanged)**

- l) **To adopt a Freedom of Information Requests Policy (unchanged)**
- m) **To adopt a Subject Access Request Procedure (unchanged)**
- n) **To adopt a Grievance Policy (updated)**
- o) **To adopt a Disciplinary Policy (updated)**
- p) **To adopt a Scheme of Delegation (unchanged)**
- q) **To adopt a Risk Management Policy (unchanged)**

It was **resolved** to adopt all policies listed a) to q).

13. Annual Governance - Finance and Risk

a) To review the bank mandate

It was **resolved** to add Councillor Fulton as a signatory and remove ex-Councillor Anne O'Reilly, who has resigned from the Council.

b) To review the Asset Register

It was **resolved** to accept the Asset Register which showed a total value of £88,751.56 as at 31st March 2025.

c) To review the Council's Insurance Cover

It was **resolved** to delegate renewal of the Council's Insurance to the Clerk. This is due on 2nd June 2025 and the Clerk will seek alternative quotes.

d) To review the Council's S137 expenditure in 2024-25

A review of S137 expenditure showed the council had spent £70.83 against a permissible limit of £5,015.84

14. Annual Governance – AGAR for 2024-25

a) To receive the Annual Internal Audit Report

Council received the Annual Internal Audit Report which had no recommendations.

b) To complete and sign the Annual Governance Statement

Council considered and responded to all 9 internal controls on the Annual Governance Statement. It was signed by the Chair and Clerk.

c) To approve and sign the Accounting Statements

The Accounting Statements were presented by the Responsible Financial Officer (RFO) and it was **resolved** to agree them. The Statements were signed by the Chair and RFO

d) To sign the Certificate of Exemption

The RFO explained that the Council is classed as Exempt because both income and expenditure for the year 2024-25 are under the £25,000 threshold.

A Certificate of Exemption was signed by the Chair and RFO.

e) To note the dates of the Period of Public Rights

The period of Public Rights will run from Tuesday 3rd June 2025 to Monday 14th July inclusive.

15. Annual Governance – Meeting Dates - To agree meeting dates for the financial year 2025-26

It was **resolved** to change the schedule of meetings from the 2nd Tuesday of every other month to the 3rd Tuesday of every other month.

Dates of meetings: 15th July 2025, 16th September 2025, 18th November 2025, 20th January 2026, 17th March 2026 and 19th May 2026.

16. To consider the purchase of two picnic tables for the Playing Field

It was resolved to purchase two recycled picnic tables at a cost of £445+vat each. Tarmac fixing kits to also be purchased at a cost of £25+vat.

17. To consider correspondence about a dog waste bin at Nettleton Woods

A resident raised an issue with the dog waste bin at the entrance to Nettleton Woods being regularly full, leading to people leaving waste bags on the floor.

District Councillor Smith offered to raise the matter with WLDC to request a larger bin.

18. Staff Appraisal - To agree the date and time of the Clerk's annual appraisal

It was resolved to hold the Clerk's appraisal on Friday 30th May at 6pm. Councillors Fulton and Dawson to conduct the appraisal.

19. To note any agenda items for the next meeting

- Increasing the frequency of the village newsletter.
- Costs for the Dog Warden course
- Repairs to the Play Park gate
- Forming an Events Working Group