

Nettleton Parish Council

Minutes of the Annual Meeting on Thursday 21 May 2026 at 7.15pm

Nettleton Village Hall, Moortown Road, Nettleton, LN7 6AA

Clerk: Tony Shaw
Present: Councillors Fulton (Chair), Dawson (Vice-chair) and Connolly
Attending: District Councillor Tom Smith
One members of the public

Open Forum at 7.15pm

Nothing raised.

Minutes

- 1-2627 Election of Chair
- a) To elect a Chair for the year 2026/27
RESOLVED: Councillor Fulton was elected 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 a Declaration of Office
- 2-2627 To elect a Vice-chair for the year 2026/27
RESOLVED: Councillor Dawson was elected as Vice-chair
- 3-2627 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
- 4-2627 To receive apologies from any members unable to attend the meeting
No apologies received but the absence of Councillor Bottrill was noted
- 5-2627 To adopt the minutes of the Ordinary Meeting on Thursday 19th March 2026
RESOLVED: The minutes were adopted and signed by the Chair
- 6-2627 Finance
- a) To note any income received since the meeting on 19 March 2026
Income noted as per Appendix 1
 - b) To note any internal bank transfers since the meeting on 19 March 2026
Bank transfers noted as per Appendix 2
 - c) To ratify any payments made since the meeting on 19 March 2026
RESOLVED: Payments ratified as per Appendix 3
 - d) To approve a schedule of payments
RESOLVED: Payments approved as per Appendix 4
 - e) To approve a bank reconciliation to the end of April 2026
RESOLVED: Bank reconciliation approved as per Appendix 5
- 7-2627 Annual Governance - Committees - To appoint 3 members to a Personnel Committee
RESOLVED: Council will not form a Personnel Committee but will appoint two members to conduct the Clerk's appraisal at the appropriate time.
- 8-2627 Annual Governance - Policies
- a) To adopt NALC's model Standing Orders

- b) To adopt NALC's model Financial Regulations
- c) To adopt LGA's Code of Conduct
- d) To adopt LALC's model Complaints Procedure
- e) To adopt a Records Retention Policy
- f) To adopt a Publication Scheme
- g) To adopt a Privacy Policy
- h) To adopt a Media Policy
- l) To adopt a Health & Safety Policy
- j) To adopt a Data Protection Policy
- k) To adopt a Data Breach Policy
- l) To adopt a Freedom of Information Requests Policy
- m) To adopt a Subject Access Request Procedure
- n) To adopt a Grievance Policy
- o) To adopt a Disciplinary Policy
- p) To adopt a Scheme of Delegation
- q) To adopt a Risk Management Policy
- r) To adopt an IT Policy

Council noted that the only policy which has been updated since the versions adopted in 2025 is the Grievance Policy.

RESOLVED: All policies a) to r) were adopted.

9-2627 Annual Governance - Finance and Risk

- a) To review the bank mandate

It was noted that the current mandate is up to date with Councillors Fulton and Connolly as signatories.

RESOLVED: To add Councillor Dawson as a third signatory. A mandate instruction form was signed to this effect.

- b) To review any direct debits or standing orders

It was noted that there are no standing orders. The only direct debit is to HMRC for PAYE.

- c) To review the Asset Register

RESOLVED: The asset register was reviewed and considered to be an accurate reflection of the council's assets.

- d) To review the Council's Insurance Cover

RESOLVED: To defer renewal of the insurance cover to the Clerk, who will seek possible cheaper quotes.

- e) To review the Council's S137 expenditure in 2025-26

It was noted that council spent £20.41 under S137 in 2025-26.

- f) To approve the Council's CIL Return for 2025-26

Council reviewed the CIL Return which showed £54.47 received in the year, which had been allocated against the purchase of picnic benches. No CIL money left for carry over to 2026-27.

RESOLVED: CIL Return approved and this was signed by the Clerk and Chair.

10-2627 Annual Governance - AGAR

- a) To receive the Annual Internal Audit Report

Council received the Internal Audit report and noted there were no concerns raised.

- b) To complete and sign the Annual Governance Statement

Council considered each assertion and completed the Governance Statement. This was signed by the Clerk and Chair.

- c) To approve and sign the Accounting Statements

RESOLVED: Council approved the Accounting Statements which were signed by the RFO and Chair.

- 11-2627 Annual Governance – Meeting Dates - To agree meeting dates for the year 2026-27

RESOLVED: Council will meet on the third Thursday of July 2026, September 2026, November 2026, January 2027, March 2027 and May 2027.

- 12-2627 To discuss the purchase of a recycled bench for the A46 verge in light of the award of an Oak bench for the Viking Way

It was noted that:

- a) The bench on the A46 has been repaired by parties unknown
- b) Council has been awarded an oak bench by WLDC which will be installed at the junction of Mansgate Hill and Normanby Road by the end of the year
- c) When the oak bench has been installed, there will be a spare recycled bench which could be re-sited near Nettleton Park.

RESOLVED: Council will not purchase a new bench at this time.

- 13-2627 To discuss ongoing issues with dog control on the Playing Field

It was noted that a dog warden from WLDC has been carrying out regular checks on the Playing Field and there have been no recent complaints of dog fouling. The warden will continue to attend until further notice.

- 14-2627 To discuss options for recruiting additional councillors

A member of the public attended the meeting with a view to joining the council. All members will continue to raise awareness of the council and its vacancies.

- 15-2627 To resolve to move into a Closed Session to discuss the confidential items below

RESOLVED: To move into a closed session.

- 16-2627 Staff Matters

RESOLVED: Following the Clerk's recent appraisal they will be moved onto SCP28 with effect from 1 April 2026.

The meeting closed at 8.20pm

Next Meeting: Thursday 16 July 2026

Appendix 1: Income Received

Received Date	Receiving Account	Received From	Description	Amount
31/03/26	Unity Reserves	Unity Trust Bank	Bank Interest (Jan to Mar)	154.79
01/04/26	Unity Current	West Lindsey DC	Precept	14,350.00
01/04/26	Unity Current	West Lindsey DC	Council Tax Support Grant	100.00

Appendix 2: Internal Bank Transfers

Bank Date	From Account	To Account	Amount	Reason
02/05/26	Unity Current	Unity Reserves	10,000.00	Transfer of Precept to savings account

Appendix 3: Payments Ratified

Bank Date	Type	Supplier	Description	Net	VAT	Gross
21/04/26	BACS	Carl Thomas	Internal Audit Report for 2025/26	120.00		120.00
23/04/26	DD	HMRC	PAYE	46.60		46.60
30/04/26	DD	Unity Trust	Service Charge (Apr)	7.00		7.00
05/05/26	BACS	Leigh Gissing	Fitting foot plates to the picnic benches	335.00		335.00
05/05/26	BACS	Antony Shaw	Salary (Apr)	332.93		332.93
05/05/26	BACS	Antony Shaw	WFH Allowance (Apr)	26.00		26.00
05/05/26	BACS	Antony Shaw	Mileage (Apr)	29.16		29.16

Appendix 4: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross
30/04/26	AJ Williams	Grass Cutting (Apr)	945.00	189.00	1,134.00
13/05/26	Tim Hind	Pirate Ship Repairs	45.00		45.00

Appendix 5: Bank Reconciliation

Account	Cashbook	Bank Statement
Unity Current	2,219.84	2,820.82
Unity Reserves	29,230.61	29,230.61
Natwest Reserves	-0.16	-0.16
	45,514.56	45,514.56