

Minutes

Of the meeting 08 May 2025 at Dry Doddington Village Hall

Members Present:

Arnold	Birnage (Chair)	Broomham	Ford	Forman	
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Members Absent:

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Also Present: The clerk, several members of the public, including District Cllr Wood and County Cllr Bamford.


Minute no	Minute
25-37	To elect a chairman for the 2025-26 municipal year. The Council unanimously elected Cllr Birnage the chair for the 2025-26 municipal year. Cllr Birnage signed her acceptance of office form before the councils Proper Officer.
25-38	To elect vice chairman for the 2025-26 municipal year. The Council unanimously elected Cllr Lett the vice-chair for the 2025-26 municipal year in her absence. Arrangements were agreed for her to sign the acceptance of office before the chair before the next meeting.
25-39	To adjourn the meeting for the Public Forum: to receive questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum) A member of the public reported that white lines had faded and would require repainting. Cllr Bamford said he would report to Highways.
25-40	To note apologies for absence. Cllr Lett had given her apologies which were approved by the council.
25-41	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any dispensation requests received by the Clerk None received.
25-42	To receive the minutes of the previous Full Council Meeting and resolve to sign these as a true record of the meeting(s). a) Minutes of Parish Council Meeting on 13 March 2025 The council unanimously approved and resolved to sign the minutes of the meeting 13 March as a true record.
25-43	To review the following in accordance with Standing Orders specific to the Annual Meeting or resolve to defer to a future meeting:

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	<p>a) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;</p> <p>The council currently has no committees. It resolved to defer to a future meeting.</p> <p>b) Review of the terms of reference for committees; - deferred</p> <p>c) Appointment of members to existing committees; - deferred</p> <p>d) Appointment of any new committees in accordance with standing order 4; - deferred</p> <p>e) Review and adoption of appropriate standing orders and financial regulations;</p> <p>The Council resolved to adopt Standing Orders and Financial Regulations based on the latest NALC model. The council would review its arrangements for electronic payments later in the year and update Financial Regulations accordingly.</p> <p>f) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p>The council had entered into a grass cutting agreement with Lincolnshire County Council earlier in the year.</p> <p>g) Review of representation on or work with external bodies and arrangements for reporting back;</p> <p>The council is currently not represented on external bodies.</p> <p>h) Review of inventory of land and other assets including buildings and office equipment;</p> <p>The council reviewed its assets register and approved some changes removing items no longer in the council's possession and adding items which had previously been removed as well as adding newly purchased assets.</p> <p>i) Confirmation of arrangements for insurance cover in respect of all insurable risks;</p> <p>The council reviewed its insurance arrangements and resolved to continue insuring with Zurich Municipal as per the updated schedule. The council reviewed its risk management register.</p> <p>j) Review of the Council's and/or staff subscriptions to other bodies;</p> <p>The council is a member of NALC. The Clerk's membership of SLCC would be considered when up for renewal later in the year.</p> <p>k) Review of the Council's complaints procedure; Deferred to a later meeting.</p> <p>l) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);</p> <p>The council adopted the ICO's Model Publication Scheme and deferred the review of other policies to a later date.</p> <p>m) Review of the Council's policy for dealing with the press/media; Deferred</p> <p>n) Review of the Council's employment policies and procedures; Deferred</p>

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	<p>o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. The council had not made any payments under S137.</p> <p>There were none.</p> <p>p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>The council confirmed the meeting schedule agreed earlier in the year and added the Annual Parish Council Meeting 14th May 2026 at Westborough Village Hall to the Schedule.</p>
25-44	<p>a) To receive and note Dry Doddington Village Poor's' Charity Trust annual trustees report.</p> <p>The council received and noted the report received from the charity trustees read out by the Clerk.</p> <p>b) To appoint trustees for a 5-year term.</p> <p>A query had been raised whether members of the council could be charity trustees. The clerk would look into the matter. Nobody had volunteered to be a charity trustee.</p>
25-45	<p>To receive and note the Clerk's Report.</p> <p>The council received and noted the clerk's report.</p>
25-46	<p>To formally approve the expenditure of £4200 for plastering work at Dry Doddington Village Hall from the Copley Solar Farm Fund.</p> <p>The Council unanimously approved the expenditure and payment of £4200 for building and plastering work at Westborough, rather than Dry Doddington Village Hall from the Copley Solar Farm Fund.</p>
25-47	<p>To consider registering with the ICO and arranging for annual payments by Direct Debit.</p> <p>The council resolved to register with the ICO and pay the relevant annual fee via Direct Debit.</p>
25-48	<p>To consider a grant application from the Copley Solar Farm Fund from Dry Doddington Village Hall.</p> <p>The council considered the grant application.</p> <p>The council resolved to order and purchase table and chair trolleys as well as a hot water urn for use at Dry Doddington Village Hall. These items will then be gifted to the Village Hall Trustees. The estimated cost would be £1150.</p>
25-49	<p>To consider the clerk's attendance at the LALC summer conference.</p> <p>The Council approved the clerk's attendance at the LALC summer conference and the associated expenditure. The conference costs £45 to attend.</p>

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25-50	<p>Financial Matters:</p> <p>a) To receive and note the council’s receipts and payments over budget report to 31 March 2025. Members received and noted the council’s receipts and payments over budget report to 31 March 2025.</p> <p>b) To receive and note the council’s bank reconciliation to 31 March 2025. Members received and noted the council’s bank reconciliation to 31 March 2025.</p> <p>c) To authorise the following known upcoming payments:</p> <table><tr><th>Payee Name</th><th>Reference</th><th>Transaction Detail</th><th>Budget Code</th><th>£ Total</th></tr><tr><td>B Boyer</td><td>SO</td><td>Staff Costs May and June</td><td>Staff Costs</td><td>338.60</td></tr><tr><td>B Boyer</td><td>SO</td><td>WFHA May and June</td><td>Office expenses incl. WFHA and mileage</td><td>52.00</td></tr><tr><td>J Forman</td><td>P001</td><td>Reimburse Timber Shed base</td><td>Other Projects - Copley Fund Reserve</td><td>36.00</td></tr><tr><td>AC Garden Service</td><td>P002</td><td>Flood Store Work</td><td>Other Projects - Copley Fund Reserve</td><td>60.00</td></tr><tr><td>V Birnage</td><td>P003</td><td>Reimburse flood store and associated costs</td><td>Other Projects - Copley Fund Reserve</td><td>299.91</td></tr><tr><td>AC Garden Service</td><td>P005</td><td>Hedge Work Long Lane Westborough 1</td><td>Volunteer Mowing, Comm cleaner projects</td><td>195.00</td></tr><tr><td>AC Garden Service</td><td>P006</td><td>Hedge Work Long Lane Westborough 2</td><td>Volunteer Mowing, Comm cleaner projects</td><td>80.00</td></tr><tr><td>R Piper</td><td>P007</td><td>Honda Strimmer Service</td><td>Volunteer Mowing, Comm cleaner projects</td><td>40.00</td></tr></table> <p style="text-align: right;"><u>1,111.51</u></p> <p>Plus, any expenditure approved above and yet unknown amounts for out-of-pocket expenses to be presented on the day. The Council approved the payments as listed above to be made.</p> <p>d) To review earmarked reserves The council reviewed its earmarked reserves and resolved to earmark any moneys from the Copley’s fund for community projects.</p> <p>e) To review the regular payments listing (Financial Regulations) The council reviewed its regular payments listings to include the ICO Direct Debit as well as staff salaries by Standing Order and HMRC obligations by Direct Debit.</p>	Payee Name	Reference	Transaction Detail	Budget Code	£ Total	B Boyer	SO	Staff Costs May and June	Staff Costs	338.60	B Boyer	SO	WFHA May and June	Office expenses incl. WFHA and mileage	52.00	J Forman	P001	Reimburse Timber Shed base	Other Projects - Copley Fund Reserve	36.00	AC Garden Service	P002	Flood Store Work	Other Projects - Copley Fund Reserve	60.00	V Birnage	P003	Reimburse flood store and associated costs	Other Projects - Copley Fund Reserve	299.91	AC Garden Service	P005	Hedge Work Long Lane Westborough 1	Volunteer Mowing, Comm cleaner projects	195.00	AC Garden Service	P006	Hedge Work Long Lane Westborough 2	Volunteer Mowing, Comm cleaner projects	80.00	R Piper	P007	Honda Strimmer Service	Volunteer Mowing, Comm cleaner projects	40.00
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	<p>f) To receive a verbal update on the bank mandate for Nat West Bank and Melton Building Society. The clerk gave a verbal update on the progress made. This was noted.</p> <p>g) To formally resolve that all banking statements and correspondence for the council should be sent to the clerk's home address. The council resolved that all banking statements and correspondence for the council should be sent to the clerk's home address.</p> <p>h) To approve opening a NatWest 35day notice account and agree the sum to be transferred into it after opening The council approved opening a NatWest 35day notice account and transferring £20,000 into it once opened.</p>
25-51	<p><i>Audit 2024-25</i></p> <p>a) To Receive the internal Auditor's report and consider any recommendations therein for action. The council received the Internal Auditor's report and noted that there was no recommendation for further action. Members resolved to change the order of the agenda and considered item b) after items c) and d).</p> <p>b) To consider whether the council meets the relevant criteria to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. The Council resolved that it met the relevant criteria.</p> <p>c) To consider the questions in the Annual Governance Statement and agree the appropriate answers. The Clerk read out each assertion and council voted on each. There were no negative answers that would have required further action or explanation. The Annual Governance Statement was signed by both the Clerk and the Chair.</p> <p>d) To consider and agree the Accounting Statements. The Council agreed the Accounting Statements which were signed by the Chair.</p> <p>e) Electors' Rights – to note the dates of the Exercise of Public Rights as 03 June to 13 July 2025. The Council noted the dates of the Exercise of Public Rights as 03 June to 13 July 2025.</p>

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	<p>f) To receive and note the Statement of Variances and the Year End Bank Reconciliation.</p> <p>The Council received and noted the Statement of Variances and the Year End Bank Reconciliation.</p>
25-52	<p>To consider planning applications for comment.</p> <p><u>Demolition of existing redundant agricultural barns and the erection of 5 new build dwellings and access road.</u> </p> <p>Manor Farm Manor House Lane Dry Doddington Lincolnshire NG23 5JA Ref. No: S24/1504 Received: Fri 30 Aug 2024 Validated: Mon 16 Sep 2024 </p> <p>The Council resolved not to add to their previous observations.</p>
25-53	<p>To note planning decisions made since the last meeting.</p> <p><u>Application for Proposed Equestrian Centre to include Livery</u></p> <p>Development Proposed Equestrian Centre Clensey Lane Dry Doddington Lincolnshire NG23 5HT Ref. No: S22/1188 Received: Fri 10 Jun 2022 Validated: Fri 10 Jun 2022 Appeal Dismissed</p> <p>The council noted the above appeal decision.</p>
25-54	<p>To consider arranging a meeting with the Environment Agency asking</p> <ul style="list-style-type: none"> a) To justify their action to date b) To explain why Westborough is now considered to be a high flood risk area. c) To explain the results found from new the new flood risk model. d) To explain the actions proposed based on their findings together with costs and dates for action. (Cllr Forman) <p>The council resolved to invite representatives of the Environment Agency to the July meeting.</p>
25-55	<ul style="list-style-type: none"> a) To consider adopting a Community Emergency Plan (CEP), that would cover flooding, but also other potential emergency scenarios based on the <u>Lincolnshire Resilient Communities Programme.</u> <p>The Council resolved to start the process of adopting a community emergency plan. (CEP)</p> <ul style="list-style-type: none"> b) To receive an update on the provision of a flood store at Westborough. (Cllr Forman) <p>Cllr Forman reported that the flood store had been erected and the aqua sacs were being stored adequately. He reported that a suitable tool would need to</p>

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	be purchased and stored in the shed to open the aqua sack packaging without damaging the devices. He agreed to purchase scissors or similar.
25-56	To consider what action to take regarding routine maintenance of Westborough village: funding and reimbursement of the ongoing custom and practice. (Cllr Ford) With the adoption of the new Financial Regulations power to authorise out of pocket expenditure by volunteers and ongoing small maintenance jobs has been delegated to the clerk.
25-57	To receive and note reports from members including Highways updates. (for information only). The council received updates on Highways issues.
25-58	To receive the County and District Councillor's reports (for information only). County Councillor Bamford introduced himself. Having been in post for only a few days following the election he did not yet have anything to report. District Councillor Wood reported that the Local Plan was under review. The representation on the Local Government Re-organisation was being considered and consultation events would be prepared.
25-59	To note correspondence previously circulated by email. The council noted the correspondence previously circulated.
25-60	Items for notification to be included in a future agenda. For information only. <ul style="list-style-type: none"> • Public areas for children and young people – poll • Items deferred at this meeting. • Budget review and potential virements (See item 56)
25-61	To note the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall. The council confirmed the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall.

_____ Date_____

Signed as a true record by the presiding Chair of the approving meeting.