ANNUAL PARISH COUNCIL MAY 2025 MINUTES

The **Parish Council** meeting was held on **Thursday, 8TH May 2025** at **7.00p.m.** in Hough on the Hill Church community area.

Present: *Councillors S Sharman (Chair), R Harris, J Pope, L Rann, S Allen* and 1 member of the public.

Clerk/RFO - Donna Lang

Cllr Sharman opened the meeting with a welcome to those present.

1/25 Election of Chairperson and signing of Declaration of Acceptance of Office *Cllr Sharman* was proposed by *Cllr Rann*, seconded by *Cllr Allen* and this was unanimously agreed, there being no other nominations. The Declaration of Acceptance of Office was duly signed.

2/25 Election of Vice Chairperson and signing of Declaration of Acceptance of Office *Cllr Harris* was proposed by *Cllr Allen,* seconded by *Cllr Rann* and this was unanimously agreed, there being no other nominations. The Declaration of Acceptance of Office was duly signed.

Cllr Sharman closed the meeting to enable public participation.

No comments from the member of public.

3/25 To receive apologies and valid reasons for absence, these having been submitted to the Clerk prior to the meeting Apologies for absence had been received from *Cllr Seage, Cllr McLean and District Councillor Penny Milnes.*

4/25 To receive Declarations of Interest in accordance with the requirements of the Localism Act 2011 and receive Requests for Dispensations There were none.

5/25 To approve the draft notes as the Minutes of the Parish Council meeting held on Thursday 6th March 2025 and for the Chairman to sign them as the agreed Minutes It was unanimously resolved to approve the Minutes. The Minutes were duly signed.

6/25 To receive reports from County and District Councillors (for information only). There were no reports as we had been in an election period.

Planning and Tree Matters:

To note tree works applications received from SKDC:

7/25 To note S25/0236 tree decision notice from SKDC S25/0236 – Section 211 notice to fell and remove walnut tree at Priory Cottage, Gelston Road, Hough on the Hill. Noted.

8/25 To note S25/0704 Section 211 Notice to remove 4 conifer trees- Forge Farm House, 8 Grantham Road Hough on the Hill. Noted.

9/25 To note planning applications received from SKDC. S24/1956 Notification of withdrawal – Conversion to existing The Cottage, 5 Village Streets, Gelston. Noted.

10/25 Play Area. To discuss and resolve the purchase of play bark to cover existing areas. To note play inspection reports received for March and April 2025. *Cllr Rann* offered to send one of her contractors to the play area to assess on play bark required and repair of any

equipment which is showing signs of decay. *Cllr Harris* had repaired bolts. Once the Wicksteed report is completed in June a strategic approach will be decided as to what to do next.

11/25 Neighbourhood Plan and Design Code: *Cllr Sharman* update. *Cllr Sharman* confirmed that all documents had been formally submitted to SKDC. Once they have been considered they will be published on SKDC website for a publicity period. Once SKDC advise the dates of the publicity period these will be advertised on all noticeboards, next door and flyers will be put through each household.

Financial matters:

12/25 To note invoices totalling £2850 to Open Plan Consultants Limited in respect of neighbourhood plan on 27th March 2025. Noted.

13/25 To note Hough Gardening services invoice for £506 in respect of April grass cutting. Noted.

14/25 To note receipt of payments from SKDC in two parts of £857.69. £643.27 received on 17th March 2025 and £214.42 received on 3rd April 2025 in respect of community orchard. Noted.

15/25 To note payment of £872.59 on 13th March 2025 to Reg Taylor Gardening Services in respect of community orchard. Noted.

16/25 To note the payment to Community Heartbeat Trust of £468.00 in respect of annual support costs 2025-2026. Noted.

17/25 To note payment to SKDC for £53 in respect of St John's Church Brandon green bin. Noted.

18/25 To note payment of £84.99 on 3rd March 2025 to Microsoft 365 Personal for annual subscription costs. Noted.

19/25 To approve bank reconciliations for 31.03.25 and 30.04.25. The bank reconciliations had been checked by *Cllr Sharman* prior to the meeting. It was proposed by *Cllr Rann,* seconded by *Cllr Pope* and resolved to approve the bank reconciliations. *Cllr Sharman* duly signed the bank reconciliations.

20/25 Resolution to approve the payment of Clerks expenses March and April 2025 £29.44. It was proposed by *Cllr Rann,* seconded by *Cllr Pope* and resolved to approve the clerk's expenses. *Cllr Sharman* duly signed the list of expenses.

21/25 To approve the Annual Governance Statement for the 2024-2025 Annual Governance and Accountability Return (AGAR) Certificate of Exemption and for the clerk and chair to sign. It was proposed by *Cllr Rann,* seconded by *Cllr Harris* and resolved to approve the AGAR Return. *Cllr Sharman* together with the clerk duly signed the Return.

22/25 To approve the Accounting Statements for the 2024-2025 Annual Governance and Accountability Return (AGAR) which has already been approved by the RFO and for the chair to sign. It was proposed by *Cllr Rann,* seconded by *Cllr Harris* and resolved to approve the AGAR Return. *Cllr Sharman* together duly signed the Return.

23/25 To note the dates for the period for the exercise of public rights, as set by the RFO. Publicity period will be for the period of 9-23rd June 2025.

24/25 To review and adopt the Standing Orders and Financial Regulations for this Council following the issue of a new model template by NALC. It was proposed by *Cllr Rann,* seconded by *Cllr Harris* and resolved to adopt the Standing Orders and Financial Regulations.

25/25 To note date of next meeting – Thursday 11th September 2025. Noted.

The meeting closed at 7.45p.m.

Signed ..... (Chair)

Dated.....

Attachments:

Correspondence list received since March 2025 meeting.

SKDC Interested in becoming a local councillor questionnaire
Lincolnshire Flood and Water Management reports 2023-2024 Storms Babet and Henk
LCC Parish Council Community Newsletter
Parishioner email with photographs of restored bench at Gelston
Groundwork UK End of Grant notification
Neighbourhood Planning Deadline date for NP
A1 Safety workshop and introduction as County Councillor Ben Green
Decision Notice – S24/1956 The Cottage Gelston
Parish and Town Councils flood defence newsletter
Open Plan Invoice
Parishioner email Community Orchard project
Parishioner email Community Orchard project
Microsoft 365 invoice
Openplan NP invoice
Cllr Maughan Spring Report
District Councillor Penny Milnes update on NPPF
SKDC Community Orchard Grant Offer
Open Plan Completion timetable NP
Reg Taylor summary of trees for community orchard and invoice
Parishioner email re community orchard
LALC News
LCC Rights of Way Improvement Plan – Have your say newsletter
SKDC Design Code Workshop 2
Community Orchard Fund – 1st 75% funding letter
Reg Taylor Orchard invoice
SKDC CCTV move and ugrade
SKDC New Grants Scheme for Military Commemorations
Parishioner email regarding wrong and misleading information in Chairmans report and APM Minutes
LALC Survey on recruitment

Parishioner email regarding precept budget
SKDC Notice of elections
Steve Kemp/Openplan – Final version of NP
LALC News
Great British Spring Clean
Steve Kemp Openplan – Modified NP documentation
Steve kemp Openplan – Invoice for £600
Steve Kemp Openplan – Invoice for £450
Steve Kemp Openplan – Invoice for £1200
LALC community marketplace events in the area
LCC Town and parish council update
PFK Littlejohn AGAR
Community Orchard completion form confirmation
SKDC decision notice – S25/0236 – Section 211 notice to remove walnut tree – Priory Cottage Gelston
V Clark – Internal audit request
SKDC Design Workshop cancellation notice
LALC training bulletin
GDPR Invoice due 13/5/2025
Hough Gardening Services update on grass cutting
Open Plan – Neighbourhood Plan
SKDC Soldiers from the Sky Airborne Heritage event
GDPR Invoice for data protection services due 13/5/25
Quotation for King Charles III bench
Quotation for memorial plate for bench
LCC highways notification of works Gelston Road, Hough 6/5/25 – 9/5/25
SKDC request for more information regarding NP update
SKDC acknowledgement of grant application for bench for playing field
Hough Gardening Services April invoice
Notice of Elections notices
SKDC young entrepreneurs for teen market
V Clark Agar and Internal Audit Report
Groundwork Submission Report
LALC News
SKDC invoice for green bin Brandon
SKDC Network Rail Tree Planting Fund
SKDC Section 211 Notice to remove 4 conifers – Forge Farm House, Hough on the Hill