

## **ANNUAL PARISH COUNCIL MAY 2025 MINUTES**

The **Parish Council** meeting was held on **Thursday, 8<sup>TH</sup> 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 6<sup>th</sup> 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 27<sup>th</sup> 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 17<sup>th</sup> March 2025 and £214.42 received on 3<sup>rd</sup> April 2025 in respect of community orchard.** Noted.

**15/25 To note payment of £872.59 on 13<sup>th</sup> 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 3<sup>rd</sup> 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 clerk's expenses. *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 9-23<sup>rd</sup> 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 11<sup>th</sup> September 2025.** Noted.

The meeting closed at 7.45p.m.

Please be advised that these are notes of the meeting taken by the clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting.

#### **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 – 1<sup>st</sup> 75% funding letter  
Reg Taylor Orchard invoice  
SKDC CCTV move and upgrade  
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