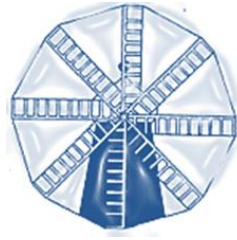


## HECKINGTON PARISH COUNCIL



### **Minutes of the Heckington Parish Council meeting held Monday 18 May 2026 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington**

#### **1. Election of Chair (Declaration of Acceptance of Office) (26/018)**

Councillor Davison proposed Councillor Wright as Chair. The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Council. The Chair duly completed the Declaration of Acceptance of Office.

#### **2. Election of Vice-Chair (Declaration of Acceptance of Office) (26/019)**

Councillor Davison proposed that the role of Vice-Chair remains vacant. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.

#### **3. Councillor Spencer's Remarks (26/020)**

The outgoing Chair, Councillor Spencer delivered the usual health and safety announcements. He expressed his thanks to District Councillor for her assistance with the application for a bench on the green near Norris Close/Potesgrave Way. He also expressed his congratulations on her election to the role of Chairman at NKDC.

#### **4. Chair's Opening Remarks (26/021)**

The newly appointed Chair, Councillor Wright thanked members for electing her to the role of Chair of the Parish Council. She expressed her thanks to both Councillors Spencer and Garlick for their dedication to the roles of Chair and Vice-Chair over the last two years. She went on to say that the Parish Council has faced a number of financial challenges over recent months which have placed considerable pressure on the Parish Council. She said that the Council and the Clerk have worked together to manage the situation responsibly. Looking ahead, the Parish Council now has a budget in place that will enable the Parish Council to continue to deliver services within the parish with greater confidence and financial stability. She said that over the last two years, the Parish Council has come a long way, building on this progress and these achievements, she said her focus will be to continue to open communication and have greater engagement with parishioners. She concluded by saying that together we will continue to strengthen relationships within our community and ensure that the Parish Council remains open, transparent, approachable and forward thinking.

#### **5. Public Forum (26/022)**

A member of the public thanked Councillor Spencer for his hard work in the role of Chair and she congratulated Councillor Wright on her appointment. The member of the public asked whether there had been any additional volunteers for the Speedwatch scheme. The Clerk confirmed that there had only been one expression of interest but more are required before training will be provided by the LRSP.

#### **6. Councillors present (26/023)**

Councillor Wright, Chair  
Councillor Spencer  
Councillor Atkinson  
Councillor Cocks  
Councillor Davison  
Councillor Garlick  
Councillor Gower

Councillor Malone  
Councillor O'Connor  
Councillor Sexton

**7. Apologies (26/024)**

Apologies have not been received from Councillor Thorpe; his absence is therefore not accepted.

**8. To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011 (26/025)**

None

**9. Report from the County and District Councillors (26/026)**

a) Councillor Collard informed the meeting that a response is awaited from their asset management team in relation to permissions for the siting of a bench on the green near to Norris Close/Potesgrave Way.

**Action: Clerk to contact Asset Management Team at NKDC.**

County Councillor East and District Councillor Tarry submitted their apologies.

**10. Minutes (26/027)**

a) Councillor Spencer proposed that the Clerk's notes of the meeting held on Monday 27 April 2026 are accepted as a true and accurate record of that meeting. The proposal was seconded by Councillor Cocks and the motion was passed by resolution of the Council. Councillors Malone and O'Connor abstained from the vote as they were not present at that meeting.

**11. Annual Items for Review (26/028)**

a) Code of Conduct, 2024 NK Model

Councillor Davison proposed that the Code of Conduct is re-adopted. The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Council.

b) Civility and Respect Pledge

Councillor Spencer proposed that the Parish Council continue to adhere to the Civility and Respect Pledge. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.

**c) Annual Review of Committee and Working Group membership**

i) Finance Committee

**The Chair proposed that membership of the Finance Committee remains unchanged; Councillors Davison, Cocks, Garlick, Malone, Spencer and Wright. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.**

ii) Pavilion Committee

**The Chair proposed that the Pavilion Committee is dissolved. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.**

iii) Staffing Committee

**Councillor Wright proposed that the Staffing Committee including herself Councillors Gower and O'Connor is joined by Councillors Malone, Sexton and Spencer. The proposal was seconded by Councillor O'Connor and the motion was passed unanimously by resolution of the Council. It was agreed that the Chair will remain on the Staffing Committee for the time being pending advice from LALC.**

iv) Cemetery Committee

**The Chair proposed that membership of the Cemetery Committee remains unchanged; Councillors Gower, Cocks, Garlick and O'Connor. The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Council.**

- v) Events Working Group  
**The Chair proposed that Councillors Gower and O'Connor are joined by Councillors Malone, Sexton and herself. The proposal was seconded by Councillor Sexton and the motion was passed unanimously by resolution of the Council.**

d) New Policy

Councillor Spencer proposed the adoption of the Councillor & employee protocol v1.0. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.

e) To resolve to approve the re-adoption of all policies to include:

i) General

**Councillor Davison proposed that the following policies are re-adopted:**

- IT Policy v1.0
- CCTV Policy v1.0
- Complaints Policy v1.0
- Data Protection Policy v1.0
- FOI Policy v1.0
- Privacy Notice v1.0
- Record Retention Policy v1.0
- Safeguarding Policy v1.0
- Subject Access Request Procedure v1.0
- Tree Policy v1.2
- Vexatious Policy v1.1
- Volunteer Policy v1.0
- Health & Safety Policy & Handbook
- Standing Orders v1.3
- Councillor Vacancy Policy v1.2
- Social Media Policy v1.1

**The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Council.**

ii) Cemetery

**Councillor Gower proposed that the following policies are re-adopted:**

- Cemetery Committee Terms of Reference v1.1
- Burial Ground Policy v1.1

**The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Council.**

iii) Events

**The Chair proposed that the following document is re-adopted:**

- Events Working Group Terms of Reference v1.2

**The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Council.**

iv) Finance

**Councillor Davison proposed that the following documents are re-adopted.**

- Finance Committee Terms of Reference v1.2
- Expenses Policy (Councillors) v1.0
- Expenses Policy (Staff) v1.0
- Finance Reserves Policy v1.4
- Financial Regulations v1.7
- Grant Awarding Policy v1.1

- Risk Register v1.2
  - Investment Strategy v1.1
- The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.

v) Pavilion

- Members agreed that the Pavilion Committee Terms of Reference v1.4 is no longer required as this Committee has now been dissolved.

vi) Staffing

Councillor O'Connor proposed that the following documents are re-adopted.

- Dignity at Work Policy v1.0
- Disciplinary Policy v1.1
- Equality and Diversity Policy v1.0
- Grievance Policy v1.1
- Performance Improvement Policy v1.1
- Training & Development Policy v1.1
- Attendance Management Policy v1.0
- Lone Working Policy v1.0
- Staffing Committee Terms of Reference v1.2

The proposal was seconded by Councillor Gower and the motion was passed unanimously by resolution of the Council.

Action: Clerk to ensure that all policies are updated and available on the Parish Council website.

## 12. General (26/029)

a) Draft Lease, CIO

The Clerk advised Council to carefully consider whether the extent of the legal advice obtained from Chattertons, the Parish Council's solicitors, in relation to the draft lease is sufficient. Members noted that there are funds available both in the 2026/27 budget and in reserves for legal advice. Councillor Sexton said he would support obtaining more detailed advice from Chattertons. Councillor Davison said that he suspects that this is financial exercise for Chattertons and will add no value to the outcome. Councillor Spencer said he disagrees with this view. He said it is unconventional for the recipient of a lease to be expected to provide the document; it is a huge commitment for the Parish Council for the next 30-years. Councillor Cocks added that we are not legal experts and he believes the Parish will expect the Parish Council to seek detailed legal advice. Councillor Garlick said that he can see the logic in making sure that the Parish Council is fully covered from a legal perspective. Councillor Gower said that she thinks the Parish Council should have provided the lease in the first instance.

**Councillor Spencer proposed that draft lease goes to Chattertons for a full appraisal. The proposal was seconded by Councillor Cocks and the motion was passed by resolution of the council. Councillor Davison voted against the motion.**

Action: Clerk to liaise with Chattertons solicitors.

b) Provision of Services in East Heckington

The Clerk reported that LCC and NK are responsible for all services in East Heckington. The Parish Council might consider the provision of additional waste bins and regular grass cutting as this is done infrequently by other authorities and a member of the public.

Action: Clerk and Caretaker to schedule a site visit.

c) Purchase of a new mower

**Councillor Sexton proposed that this agenda item is deferred to the 2027/28 budget discussions. The proposal was seconded by Councillor Cocks and the motion was passed unanimously by resolution of the Council.**

Action: Clerk to add to the draft budget document for 2027/28.

d) Ratifications

Councillor Garlick proposed that the following items of expenditure are ratified. The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Council.

Detail	NET	VAT	GROSS
ACAS Training	390.00	0.00	390.00
Kompan (replacement parts for swing)	51.90	10.38	62.28
Copy paper	92.85	18.57	111.42

### 13. Planning Matters (26/030)

- a) Members noted that there are no new/amended or registered planning applications awaiting decision.
- b) Members noted the following planning matters awaiting decision or where a decision has been received since the Parish Council meeting on 27 April 2026 up to 12 May 2026.

<b>Application</b>	<b>26/0441/FUL</b>
<b>Location</b>	1 High Street, Heckington
<b>Proposal</b>	Proposed photovoltaic array to existing pitched roof
<b>Comments</b>	None
<b>Decision</b>	Registered - Not available
<b>Application</b>	<b>26/0333/PNAGR</b>
<b>Location</b>	Land off Side Bar Lane, East Heckington
<b>Proposal</b>	Steel portal framed straw store with profiled metal sheeting roof
<b>Comments</b>	None
<b>Decision</b>	Decided on 13 April 2026 – Prior approval not required
<b>Application</b>	<b>26/0279/HOUS</b>
<b>Location</b>	44 Sleaford Road, Heckington
<b>Proposal</b>	Proposed single storey extension to side of annexe building
<b>Comments</b>	None
<b>Decision</b>	Approved on 22 April 2026
<b>Application</b>	<b>26/0241/HOUS</b>
<b>Location</b>	22 Millview Road, Heckington
<b>Proposal</b>	Demolition of existing garage, porch and lean to canopy. Erection of a new entrance porch to the south elevation, extension to the east elevation and attached garage to the north elevation along with internal alterations.
<b>Comments</b>	None
<b>Decision</b>	Approved on 22 April 2026
<b>Application</b>	<b>26/0039/FUL</b>
<b>Location</b>	Brickyard Farm and Fisheries, Star Fen Drove, Heckington
<b>Proposal</b>	Application for temporary use of a log cabin for residential use (retrospective).
<b>Decision</b>	Refused on 24 March 2026
<b>Application</b>	<b>25/0728/FUL</b>
<b>Location</b>	Garwick Farm, Boston Road, Heckington
<b>Proposal</b>	Change of use of agricultural land to light industrial use in association with current use of the site, and erection of a new boundary treatment to western side of site (retrospective).
<b>Comments</b>	None
<b>Decision</b>	Registered – not available
<b>Application</b>	<b>25/0774/HOUS</b>

<b>Proposal</b>	Alterations to roof, replacement windows, proposed insertion of a new side door and replacement gate and render.
<b>Location</b>	95-97 Hight Street, Heckington
<b>Comments</b>	None
<b>Decision</b>	Approved on 30 April 2026

- c) Members noted the email from Simon Jakeway dated 6 May 2026 (circulated 8 May) in relation to ENF799960 – Service of Section 215 notice.

#### 14. Finance (26/031)

- a) Members noted the bank balances as of 11 May 2026.

Current Account (Lloyds)	35,284.15
Current Account (Unity)	0.00
Bank Account S106 (Lloyds)	18,285.68
Bank Account Deposit (Lloyds)	150,240.90
AMC Account (Lloyds)	8,045.41
<b>TOTAL</b>	<b>211,856.14</b>

- b) Members noted the income received between 16 April 2026 and 11 May 2026.

Account	Description	Amount
Current	Allotment Rental Error ref FOARD C	50.00
	Kents Memorials ref BULL	105.00
	Kents Memorials ref PAGAN	105.00
	HMRC Vat Refund for 2025/26	20,029.32
AMC	Allotment Rental income (17 April - 11 May)	1805.00
S106	None	0.00
Deposit	S106 MUGA NK	27,185.44

- c) Councillor Davison proposed that the following expenditure, including expenditure to be ratified, from 16 April 2026 to 11 May 2026 is approved. The proposal was seconded by the Chair and the motion was passed unanimously by resolution of the Council.  
The following is an extract from the cashbook edited for confidentiality.

Company	Description	VAT	NET	GROSS
Twidle	Allotment Rent Paid in Error CONTRA PAYMENT	75.00	0.00	75.00
Glasdon	Four 50l Fido metal dog waste bins (green)	1115.28	223.05	1338.33
Amazon	Caretaker Supplies (Oil jug and spanner set)	34.90	6.98	41.88
Amazon	Caretaker Supplies (Electrical wire and spade connectors)	5.15	1.10	6.25
Amazon	Caretaker Supplies (Wall hooks/storage solutions)	25.06	5.34	30.40
Amazon	Caretaker Supplies (3 piece cutting set)	23.75	4.75	28.50
Amazon	Caretaker Supplies (Funnel)	8.61	1.83	10.44
Amazon	Caretaker Supplies (Scrubbing brushes)	7.82	1.58	9.40
Amazon	Caretaker Supplies (Screwdriver set)	15.83	3.16	18.99
Amazon	Caretaker Supplies (Electrical wire)	5.47	1.16	6.63
Amazon	Caretaker Supplies (Grinder cutting discs)	27.40	5.83	33.23
Amazon	Caretaker Supplies (Jack stands)	15.82	3.17	18.99
Amazon	Caretaker Supplies (Tree ties)	28.32	5.66	33.98
Toolstation	Caretaker Supplies (Sweeping brush)	26.23	5.25	31.48
Shell De Rhodes	Petrol	29.19	5.84	35.03

Longwater Construction Supplies	Wall plate, coupler and polypipe (cemetery tap)	48.63	9.73	58.36
Ruskington Garden Centre	Caretaker Supplies (Wheelbarrow)	54.17	10.83	65.00
Heidi Wilson	Reimbursement for accommodation and parking (training)	75.00	0.00	75.00
Kompan	Replacement part (swing pavilion)	51.90	10.38	62.28
Set in Stone Memorials	Memorial repairs (day 2)	1326.00	265.20	1591.20
SRP Solutions	Portaloo Hire to 22 April 2026	114.00	22.80	136.80
ACAS	Training (Clerk)	390.00	0.00	390.00
Foard	Allotment Rent Paid in Error CONTRA PAYMENT	50.00	0.00	50.00
Ben Burgess Swineshead	Caretaker Equipment (Stihl Chainsaw and PPE helmet)	325.00	59.00	384.00
Ben Burgess Swineshead	Caretaker Equipment (Multi-tool)	1181.67	236.33	1418.00
Pestforce	Pest control for the allotments PC through to end April 2027)	900.00	0.00	900.00
EDF	Final VAT invoice for electricity supply to Chambers	209.58	41.92	251.50
Cartridge Save.co.uk	Epson Printer Ink	26.99	5.40	32.39
Fineturf	Year 5 Fineturf Agreement S106	8650.00	1730.00	10380.00
The Pet Friendly Cleaner	Cleaning from 7 April through to 28 April 2026	160.00	0.00	160.00
Ram Tracking	Vehicle tracking contract	48.00	9.60	57.60
Shell De Rhodes	Petrol	30.26	6.05	36.31
Diamond Shine Cleaning Services	Window Cleaning (Chambers) MAY	35.00	0.00	35.00
Cathedral Leasing Limited	Supply of hygiene services (Chambers)	42.00	8.40	50.40
Octopus Energy	Electricity Supply (Chambers) from 1 April to 30 April 2026	209.28	10.46	219.74
Octopus Energy	Electricity Supply (Workshop) from 1 April to 30 April 2026	39.44	1.97	41.41
ESPO	Copier paper	92.85	18.57	111.42
DUFFY	Refund (deposit and overpayment 25/26)	50.05	0.00	50.05
Shell De Rhodes	Diesel (Allotment road construction)	30.63	6.13	36.76
Shell De Rhodes	Diesel (Allotment road construction)	29.14	5.83	34.97
Donaldsons DIY	Ball float	8.58	1.71	10.29
Foxhall Plant Hire Ltd	8 tonne Kubota digger hire (Allotment road construction)	880.00	176.00	1056.00
Lloyds Bank	Service Charges	4.25	0.00	4.25
Wave	Water supply to the allotments from 6 January to 5 April 2026	25.94	0.00	25.94
Wave	Water supply to the cemetery from 6 January to 5 April 2026	23.18	0.00	23.18
Lloyds Bank	Service Charges	6.09	0.00	6.09

d) Bank Reconciliation dated 11 May 2026

Councillor Davison proposed that the bank reconciliation is accepted. The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Council. The Clerk

confirmed that the accounting statements have been verified by the Chair. Councillor Cocks is scheduled to carry out secondary verification.

e) Transfers

The Chair proposed that the following transfers are ratified. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.

Date	Amount	
30 April 2026	10,000.00	Transfer from deposit account to current account to boost funds to ensure the payment to the HMRC is covered leaving sufficient funds in the account to cover automatic payments.
30 April 2026	10,380.00	Transfer from S106 account to the current account to pay for Year 5 (including the VAT) of the Fineturf agreement.
11 May 2026	169.99	VAT Reclaim 2025/26 moved from the current account to AMC account
11 May 2026	19,859.33	VAT Reclaim 2025/26 moved from the PC current account to deposit account.
11 May 2026	27,185.44	S106 funding for the MUGA moved from the deposit account to S106 account.

f) Final internal audit report for the year ending 2025/26

Councillor Malone proposed that the internal audit report is accepted. The proposal was seconded by Councillor Spencer and the motion was passed unanimously by resolution of the Council.



### Internal Audit Report

Council:	Heckington Parish Council
Internal Auditor:	Stacey Knowles
Year Ending:	31 <sup>st</sup> March 2026
Date of Report	01/05/2026

This internal audit has been conducted in accordance with SAPPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day

function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

**The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.**

<b>Area of work checked</b>	<b>Outcome</b>
Implementation of previous auditor recommendations	Evidence produced
Implementation of previous AGAR weaknesses/ recommendations	Evidence Produced
Key Governance Review	Evidence Produced
Transparency	Evidence Produced
Accounting	Evidence Produced
Budget	Evidence Produced
Income Control	Evidence Produced
Bank Reconciliation	Evidence Produced
Petty Cash	Not applicable
Asset Control	Evidence Produced
Risk Management	Evidence Produced
General Administration	Not applicable
Proper Process/Practice	Weaknesses identified
Payroll/HR	Evidence Produced
Information and Data Compliance	Evidence Produced
Transaction spot checks	Weaknesses identified
Year-end process	Evidence Produced
Allotments	Not applicable
Cemetery/burials	Evidence Produced
Charities	Not applicable
Community Buildings	Not applicable
Markets	Not applicable
Other:	Not applicable
Other:	Not applicable

**Report and recommendations**

**Recommendations from the previous intermediate audit**

The council has made substantial progress in addressing the recommendations from the November 2025 intermediate audit. Nearly all actions have now been completed. Two items remain outstanding:

- Registration of all council-owned land with HM Land Registry.
- Digitisation of cemetery records to ensure long-term resilience and accessibility.

Both items are recognised by the council as ongoing projects requiring time and resource, and work is continuing.

**Procurement Compliance – Previous Issue**

The previous audit identified that the council had not followed its Financial Regulations in relation to obtaining three quotations for improvement works at the cricket club. This arose from a misunderstanding regarding the nature of the expenditure, which was funded through Section 106 contributions and was in effect a grant to an external organisation.

The council has acknowledged the error and understands that procurement requirements apply irrespective of the funding source or the beneficiary organisation. While the matter cannot be retrospectively corrected, the council has strengthened its internal controls to prevent recurrence and has demonstrated improved compliance in subsequent procurement activity.

## Further Recommendations

To continue strengthening governance arrangements, the council may wish to consider adopting an Employee / Councillor Protocol. Such a document would clearly set out the respective roles, responsibilities and expected standards of conduct for officers and elected members, supporting effective working relationships and reinforcing good governance.

## Transaction spot checks

Three additional transaction checks were undertaken during this audit. No issues were identified. The Clerk/RFO continues to maintain accurate, well-organised financial records, providing a clear audit trail from council decision-making through to invoice payment. This reflects a strong and consistent approach to financial administration.

The council has made significant and commendable progress in strengthening its governance framework and internal control environment. Regular bank reconciliations, transparent financial reporting and up-to-date policies are now firmly embedded.

Heidi's work in addressing both internal and external audit recommendations has been particularly noteworthy. The volume of improvements required was substantial, yet the Clerk/RFO has implemented changes swiftly, effectively and with clear attention to best practice.

Given the progress achieved, the council's recent discussion about applying for the Local Council Award Scheme is well-timed. Pursuing accreditation would be an appropriate way to recognise the improvements made and to benchmark the council's governance standards against sector expectations.

## Recommendations regarding the Annual Governance Statement 2025-26

The requirements to state 'Yes' for each assertion is described in Chapter One Practitioners Guide 2025-26.

<b>Annual Governance Statement Assertion</b>	<b>Internal Auditor comments</b>
<b>Assertion 1 - Financial management and preparation of accounting statements</b> <i>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</i>	No comments
<b>Assertion 2 - Internal control</b> <i>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i>	The council is unable to positively assert compliance with this due to the procurement compliance issue noted in November 2025.
<b>Assertion 3 - Compliance with laws, regulations and proper practices</b> <i>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</i>	No comments
<b>Assertion 4 - Exercise of public rights</b> <i>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</i>	No comments

<p><b>Assertion 5 — Risk management</b>  <i>We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</i></p>	No comments
<p><b>Assertion 6 — Internal Audit</b>  <i>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</i></p>	No comments
<p><b>Assertion 7 — Reports from Auditors</b>  <i>We took appropriate action on all matters raised in reports from internal and external audit</i></p>	No comments
<p><b>Assertion 8 — Significant events</b>  <i>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</i></p>	No comments
<p><b>Assertion 9 — Trust Funds (local councils only)</b>  <i>Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</i></p>	No comments
<p><b>Assertion 10 - Digital and data compliance</b>  <i>We considered and implemented the requirements to protect data and information.</i></p>	No comments

-End of Internal Auditor’s Report-

- g) Annual Governance and Accountability Return (2025/26) Form 3.
- i) Members noted page 1 of 6 of the AGAR Form 3, Front Cover.
  - ii) Members noted Page 2 of 6 of the AGAR Form 3, the Completion check list
  - iii) Members noted Page 3 of 6 of the AGAR Form 3, the Internal Audit Report 2024/25 (Internal Audit, dated 1 May 2026) as approved above.
  - iv) Members reviewed Page 4 of 6 of the AGAR Form 3, the Annual Governance Statement 2024/25. The Clerk reminded members that they are to agree on the responses 'Yes' or 'No' to the following questions:

The Chair read out the following assertions:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  
Members agreed unanimously by a show of hands, to answer YES to this this assertion.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  
Members agreed unanimously by a show of hands, to answer NO to this assertion with a paragraph to explain the reasons for responding NO to the assertion.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.  
Members agreed unanimously by a show of hands, to answer YES to this assertion.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.  
Members agreed unanimously by a show of hands, to answer YES to this assertion.
5. We carried out an assessment of the risk facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  
Members agreed unanimously by a show of hands, to answer YES to this assertion.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  
Members agreed unanimously by a show of hands, to answer YES to this assertion.
7. We took appropriate action on all matters raised in reports from internal and external audit.  
Members agreed unanimously by a show of hands, to answer YES to this assertion.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during of after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.  
Members agreed unanimously by a show of hands, to answer YES to this assertion.
9. Question 9. Is relevant to Parish Council's as sole managing trustees. For this authority, the appropriate response is N/A.  
Members agreed unanimously by a show of hands, to answer NA to this assertion.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.  
Members agreed unanimously by a show of hands, to answer YES to this assertion.

The Chair proposed that that above responses are accepted and submitted to the external auditor. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council. The Chair signed and dated Page 4 of the AGAR.

- v) Accounting Statements, Section 2 – Accounting Statements for 2025/26  
**Councillor Spencer proposed that the Accounting Statements are accepted. The proposal was seconded by Councillor Davison and the motion was passed unanimously by resolution of the Council.** The Chair signed and dated Page 5 of the AGAR.

	Year Ending		<i>Please round all figures to the nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records</i>
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	189,150	81,216	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year</i>
2. (+) Precept or Rates and Levies	110,745	110,745	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	24,217	142,726	<i>Total income or receipts as recorded in the cashbook less the precept of rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	68,712	99,586	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/ capital repayments	3,836	Nil	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
6. (-) All other payments	170,348	165,731	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	81,216	39,370	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)</i>
8. Total value of cash	81,216	69,370	<i>The sum of all current and deposit bank accounts, cash holdings and short-term investments held as of 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	657,660	559,521	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long terms investments as of 31 March.</i>
10. Total borrowings	Nil	Nil	<i>The outstanding capital balance as of 31 March of all loans from third parties (including PWLB).</i>

- vi) Members noted page 6 of 6 External Auditor’s Report and Certificate 2025/26 which is to be completed by the external auditor.
- vii) The Clerk confirmed the dates of the Public Rights Inspection Period as Monday 8 June 2026 to Friday 17 July 2026 for a period of 30 working days to include the first 10 days of July. The Clerk confirmed that this is already being displayed on the Parish Council noticeboards and website.  
Action: Clerk to complete and submit AGAR documentation and ensure the website is up to date per the Transparency Code requirements.

## 15. Correspondence

- a) Members noted an email from Katie Atkin, Major Projects Relationship Lead for Anglian Water Reservoir Projects dated 29 April 2026 in relation to the proposed Lincolnshire Reservoir (*circulated on 30 April 2026*). The Clerk informed members that they are unable to attend the Annual Parish Meeting.

## 16. Date and time of the next meeting/s

### Committees

Finance Committee Meeting – Thursday 11 June 2026

Staffing Committee Meeting – TBC

Cemetery Committee Meeting TBC

### Parish Council

Monday 29 June 2026

Monday 27 July 2026

Monday 24 August 2026 TBC

Monday 28 September 2026

Monday 26 October 2026

Monday 30 November 2026

### Annual Parish Meeting

May – Thursday 28 May 2026, Parish Council Chambers (no guest speaker scheduled) 7.30pm.

## 17. Questions from the public

**The Chair proposed that the meeting is moved into closed session in accordance with the Public Bodies Act 1960 to discuss implementation of the vexatious policy. The proposal was seconded by Councillor Garlick and the motion was passed unanimously by resolution of the Council.**

The Chair closed the open session of the meeting at 8.24pm.

## 18. Closed Session

### a) Implementation of the Vexatious Policy

Members discussed implementation of the vexatious policy based on the vexatious behaviour of a member of the public. **Councillor Davison proposed that the policy is implemented if there is a repeat of the vexatious behaviour. The proposal was seconded by Councillor Malone.** Councillor Sexton proposed an amendment to the resolution, to send a warning to the member of the public. The proposal was not seconded. **Councillor Davison's proposal was passed unanimously by resolution of the Council.**

The Chair closed the meeting at 8.37 pm.