

# ANCASTER PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL WHICH TOOK PLACE ON 20 MAY 2024 IN THE PARISH HALL ANNEXE IMMEDIATELY FOLLOWING THE ANNUAL PARISH MEETING

**Present:** Cllrs Sayer, Barker, Leighton, Hollick, Fleming, Dr Entwistle, Pearsey, Lovett, Ferguson, and Clarke.

**In Attendance:** Denise Gascoyne Parish Clerk

**1.Election of Chair:** The Clerk asked if anyone was willing to stand as Chair. It was proposed, seconded and

**Resolved:** that Cllr D Sayer be re-elected as Chair of Ancaster, Sudbrook, and West Willoughby Parish Council. Cllr Sayer signed the formal Declaration of Acceptance of Office as Chair. This was countersigned by the Parish Clerk as Proper Officer of the Council.

**2.Election of Vice Chair:** The Chair asked if anyone was willing to stand as Vice-Chair. It was proposed, seconded and

**Resolved:** that Cllr J Leighton be re-elected as Vice Chair of Ancaster, Sudbrook, and West Willoughby Parish Council. Cllr Leighton signed the formal Declaration of Acceptance of Office as Vice Chair. This was countersigned by the Parish Clerk as Proper Officer of the Council.

**3.To receive Declarations of Acceptance of Office and Members' Disclosable Pecuniary and other interests.** All remaining Parish Cllrs signed the formal Declaration of Acceptance of Office, and these were countersigned by the Parish Clerk as Proper Officer of the Council.

All Cllrs signed the Members' Disclosable Pecuniary Interest and other Interest Forms. A copy would be sent to the Monitoring Officer and a copy would be added to the website.

**4.Election of Finance Officer:** It was proposed, seconded and

**Resolved:** that Cllr Fleming be appointed Finance Officer.

### **5.Apologies for Absence:**

a. Apologies for absence had been received from Cllr Rock. It was proposed, seconded and

**Resolved:** that apologies for absence with valid reasons be accepted from Cllr Rock.

**6.To approve and accept** as a true record the notes of the Parish Council Meeting held on 15 April 2024. It was proposed, seconded and

**Resolved:** that the notes of the meeting held on 15 April 2024 be accepted as a true record. These were signed by the Chair.

**7.To review and readopt Standing Orders** The Standing Orders had been circulated to all Cllrs. It was proposed, seconded and

**Resolved:** that the Standing Orders be readopted. A copy would be placed on the website.

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**8.To review and adopt Financial Regulations (2024 version):** The Financial Regulations (2024 version) had been circulated to all Cllrs. It was proposed, seconded and **Resolved:** that the Financial Regulations (2024 version) be adopted. A copy would be placed on the website.

**9.To approve and accept** the Asset Register at 31March 2024 circulated to all Cllrs. It was proposed, seconded and **Resolved:** to approve and accept the Asset Register.

**10.To approve and accept the Insurance Policy** (part of a long-term agreement) The Insurance Policy had been circulated to all Cllrs. It was proposed, seconded and **Resolved:** to accept the Insurance Policy and pay the Insurance Premium due.

**11.To elect members to the following Working Groups:** Cllr agreed to be members of the following Working Groups

- Planning – Cllrs Sayer, Leighton, Pearsey, and Barker
- Cemetery/Newton Meadow/Orchard/Grounds Maintenance – Cllrs Hollick, Barker, Dr Entwistle and Andrew Newton
- Finance – Cllrs Sayer, Fleming, Rock, and Clarke
- Parish Hall – Cllrs Sayer and Pearsey
- Highways/Policing/Speed Watch – Cllr Sater, Lovett, Leighton, Fleming, and Ferguson
- Playing Field Representative – David Sayer

### **12.Finance:**

a. Section 1 of the Annual Governance and Accountability Return (AGAR) 2023/2024 was read out by the Chair. It was proposed, seconded and **Resolved:** that Section 1 of the AGAR 2023/2024 be filled in and signed by the Chair. This was recorded as Minute Reference 13(a).

b. Section 2 of the AGAR 2023/2024 had been circulated to Cllrs. It was proposed, seconded and **Resolved:** that Section 2 Accounting Statement of the AGAR be accepted and signed by the Chair. This was recorded as Minute Reference 13(b).

c. The Statement of Accounts had been circulated to all Cllrs. It was proposed, seconded and **Resolved:** to accept the Statement of Accounts and these were signed by the Chair.

d. The Internal Auditors Report had been circulated to all Cllrs. It was proposed, seconded and **Resolved:** to accept the Internal Auditors Report

It was proposed, seconded and

**Resolved:** to continue with the ordinary parish council meeting. This began at 8.15pm

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### **13.Planning:**

a. The Clerk had contacted SKDC re the S106 payment from Bellway Homes Wilsford Lane. The criteria that need to be met to receive any monies was 50% occupancy. This would be paid to SKDC who would forward the money to the parish council.

### **14. Parish Clerk Update:**

a. The white gates were in a terrible state and really needed cleaning. The Clerk had requested a quotation. It was proposed, seconded and

**Resolved:** to ask the company they were purchased from how to clean them and to look elsewhere for someone to clean them.

b. The Clerk reported that there would be a change of operations at Mid Uk Caythorpe. A reply from the company stated that it will not impact on the Barkston Heath site.

c. Cllrs in West Willoughby asked if further gates could be purchased for the other side of the village. There were still no repeater signs from Ancaster stating a 40mph limit and as West Willoughby speed limit was still 50mph it was hoped that this would help deter motorists from speeding up going through the village. It was proposed, seconded and **Resolved:** to investigate the price of gates.

d. Cllr Leighton reported the dangerous state of the road at the Heath Lane/Carlton Road junction in Sudbrook. This was now a BOAT (byway open to all traffic). There were a huge pothole and mud runs down making it very dangerous for parishioners. It was proposed, seconded and

**Resolved:** to contact Highways and the Footpaths Officer.

### **15.Correspondence:**

- a. ICCM Newsletter April 2024
- b. LALC e-news
- c. Highways Survey
- d. Neighbourhood Policing Tea, Newsletter
- e. NBB Recycled furniture
- f. Clerks & Councils Direct
- g. LCC Town & Parish Newsletter April 2024
- h. The Clerk
- i. Update on re-cycling SKDC

### **16.Cemetery/Newton Meadow/Orchard:**

a. The Clerk confirmed that funding was available for a Community Orchard from SKDC. However, this was for starting an orchard not for an established one.

b. It had been though we could hold an Open Evening with guests as the new information board had been sited. After a short discussion, it was proposed, seconded and **Resolved:** not to pursue this, but to concentrate on publicising the orchard.

### **17.Finance:**

a. The Bank Reconciliations, Bank Transfers and Cashbook to 30 April 2024 had been circulated to all Cllrs. It was proposed, seconded and

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**Resolved:** to accept the Bank Reconciliations, Bank Transfers and Cashbook to 30 April 2024. The Chair signed the paperwork.

b. The Retrospective Approval List for a DD and BACS Payment had been circulated to all Cllrs. It was proposed, seconded and

**Resolved:** to accept the Retrospective DD and BACS Approval List outlined below.

S.K.D.C	Trade Waste Bin	£28.17
City Electrical Factors	Qty.3 Handwash Units	£199.40
K M Barrett	Window Cleaning	£20.00

b. The Approval List for Staff Payments had been circulated to all Cllrs. It was proposed, seconded and

**Resolved:** to accept the Staff Approval List amounting to £1968.20 and authorise the Clerk to make the payments.

c. The Approval List for BACS/DD Payments had been circulated to all Cllrs. It was proposed, seconded and

**Resolved:** to accept the Approval List for BACS/DD Payments below and authorise the Clerk to make the payments.

L.A.L.C	Training R Lovett	£15.00
ICCM	Subscription	£100.00
Zurich Insurance	Insurance (Long term agreement)	£1565.99
PWL B	Loan/Interest Payment	£853.37
NBB Recycled Furniture	Bench for Cemetery	£498.00
P J Gascoyne	Repairs to Notice Board	£210.00
Prowebs	Email set up	£150.00
Hazel Hill	Internal Audit	£350.00
L.A.L.C	Additional Hours Website	£64.80
British Gas	Electricity	£119.81
Cllr Lovett	Mileage allowance training	£16.20
Tidy Gardens & Grounds	Grass Cutting	£557.00
Who lets your dog out	Dog Bins	£270.00
L.A.L.C	Website Hours	£54.00
S.K.D.C	Waste Bings	£28.16
C P Heating	Boiler Service	£118.65
Andrew Newton	Ink Cartridges	£26.48

d. Notification had been received of a Hedgehog Highway Project costing £150.00. It was proposed, seconded and

**Resolved:** not to participate in this project.

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### **18.Training:**

a. Cllr Lovett had attended Emergency Planning which he found very interesting. He said the documents should be reviewed every six months. An emergency plan was in place jointly with Wilsford and updates had been sent to Steve Eason-Harris, but no reply had ever been received. We did have an emergency box at Ancaster and Wilsford, but they probably needed new batteries and updating. After a short discussion it was proposed, seconded and

**Resolved:** that an Emergency Planning Working Group should be formed. Cllrs Lovett, Ferguson, and Fleming agreed to be on the Working Group. Andrew Newton would be asked if he was willing to contribute and the Clerk would contact Wilsford Parish council.

### **19.Date of Next Meeting:**

a. It was confirmed that the date of the next meeting would take place on 10 June 2024 at 7.30pm in the Parish Hall Annexe.

There being no further business the meeting closed at 8.55pm

Chair  
Ancaster Parish Council

10 June 2024

It is important to understand that the information given above represents notes of the Parish Council Meeting held on 20 May 2024 and do not become Minutes of Ancaster Parish Council until accepted or otherwise at the next Parish Council Meeting.